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ABSTRACT

This document contains the second annual report of the operation of the University of South Dakota's Cooperative Education Program (CEP). The objective of CEP is the development of service-learning educational experiences for college students. These experiences are commonly called an internship and are conducted during the student's academic career; are within the student's major field of study; and earn academic credit. The program's 3 major goals are as follows: (1) developing the administrative capacity to conduct an intern program stressing service and learning; (2) creating a focal point for campus-wide activities involving students in community or off-campus programs; and (3) educating all of the participants in the operation of a meaningful service-learning internship program. The service-learning internship give the student an opportunity to apply academic study to an actual working experience; opens up new areas of interest, study, and possible employment for the student; makes the student more attractive because of the internship to a potential employer; and provides potential employers with an opportunity to recognize the worth and value of the individual student and others like him or her. Appendices include a grant application, budget explanations, CEP Advisory Council, Senate Bill 197, and the by-laws of the Advisory Council. (Author/PG)

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THE UNIVERSITY OF SOUTH DAKOTA

COOPERATIVE EDUCATION PROGRAM

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
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Second Annual Report

fy 72-73

(July 1, 1972 - June 30, 1973)

Vermillion, South Dakota 57069

HE 004 710

The symbol of the Cooperative Education Program (CEP) on the cover of this report represents the continual interaction and relationship among the participants of the CEP--the student, the employer and the University of South Dakota.

The project presented or reported herein was performed pursuant to a Grant from the U.S. Office of Education, Department of Health, Education and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

COOPERATIVE EDUCATION PROGRAM
UNIVERSITY OF SOUTH DAKOTA
VERMILLION, SOUTH DAKOTA 57069

September 1, 1973

This is a report on the second year of operation of the University of South Dakota's Cooperative Education Program (CEP).

The author is Robert Fuller, Program Coordinator.

Comments, criticisms and suggestions concerning the CEP are welcome and can be directed to Mr. Fuller at the University of South Dakota, Center for Continuing Education, Vermillion, South Dakota, 57069. Phone: (605) 677-5281.

The success of the Program is a direct result of the support given to it by Dr. Henry V. Cobb, Vice-President for Academic Affairs, and Mr. Loren M. Carlson, Director of State-Wide Educational Services. Their collective guidance has contributed immensely to the Program's progress. It is gratefully acknowledged and deeply appreciated.

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Table of Contents

Program Results: Summary 1

Program Recommendations: Summary 4

Program History, Objectives and Procedures. 5

Program Results: Detailed. 10

Program Recommendations: Detailed. 23

Appendixes 25

PROGRAM RESULTS: SUMMARY

1. During its second year of operation the Cooperative Education Program placed 86 students in service-learning educational experiences (internships). Of those students, 42 are women, 44 are men and 12 are American-Indian students.
2. The CEP staff has been working with 24 University departments and programs in either starting or expanding their respective internship efforts.
3. An Advisory Council was established in May, 1973, to "offer guidance, direction, recommendations and counsel to the Program and its Coordinator concerning objectives, administration, coordination and implications of the Program."
4. A special intern program was developed with the Employment Assistance Office, Bureau of Indian Affairs at the Rosebud Indian Reservation during the 1973 summer vacation period.
5. An additional $40,000 was secured by the Program to supplement and facilitate its operation.
6. A newsletter relating Program activities was begun in October, 1972.
7. The Program Coordinator is a member of the Administrative Task Force to the South Dakota State Intern Program.
8. A total of over 42,000 miles was traveled by the Program staff and faculty advisors in presenting the CEP and developing placement sites for student interns.

9. The CEP has developed a number of internships in close cooperation with the Resource Development Internship Project. These include positions with the EROS (Earth Resources Observations System) Program and two planning districts in South Dakota.
10. The Program co-sponsored the 1972 South Dakota Student Intern Conference.
11. The Program participated in the 1973 Federal Summer Intern Program with a placement in Denver, Colorado, with the General Services Administration.
12. Program brochures, information packets and certificates of participation were designed.
13. A number of conferences and meetings were attended by the CEP staff, including the Western Regional Cooperative Education Conference in San Francisco, the 1972 National Intern Conference in Newport, Rhode Island, and others.
14. The Program Coordinator has joined the Cooperative Education Association, the Society for Field Experience Education, and is a charter member of the National Center for Public Service Internship Programs.
15. The Program Coordinator served as a member of the University's Task Force on Credit for Work Experience.
16. Development work on a directory of Cooperative Education students is underway.
17. A great deal of publicity about the Program was received during its second year through interviews, news articles, on-campus presentations and other means.

18. The Program participated in the development of the University's Pierre Semester Program--a program which offers student interns in state government the opportunity to attend off-campus classes which are held concurrently with the internships.
19. The Program has assisted other institutions and agencies in the development and initiation of their own intern programs.

Summary of Recommendations

1. Develop service-learning internship programs for those University departments that do not have any.

2. Develop the evaluative capacity to gather analytical data concerning all aspects of the Program.

3. Develop additional on-campus service-learning internships.

4. Establish an information center for all University internship activity.

5. Develop uniform standards for all University internship activity.

6. Begin developmental efforts toward establishing a service-learning intern program at the University of South Dakota/Springfield campus.

7. Secure University of South Dakota financial support of the Cooperative Education Program.

8. Increase the Program's publicity.

Program History, Objectives and Procedures

The Cooperative Education Program (CEP) at the University of South Dakota was formally established on August 1, 1971, with the appointment of Mr. Robert D. Fuller as Program Coordinator.

Funding

The Program is funded by the U. S. Office of Education, Division of College Support, Cooperative Education Program under Title IV, Part D of the Higher Education Act of 1965. During FY 71-72, the CEP received a $15,000 grant for its first year of operation. A grant of $20,000 was awarded for its second year - the subject of this report. While this report was being written, word was received that the Program will be funded for FY 73-74 by a grant of $30,000 from the Division of College Support.

The results of the Program's initial year are detailed in the First Annual Report, Cooperative Education Program, FY 71-72, as written by Robert Fuller.

The proposal that led to the Program's award of $20,000 for FY 72-73 can be found in Appendix 1. The Program's "Plan of Operation and Budget Explanation" is in Appendix 2.

Location

The Program is located within State-Wide Educational Services (SWES) at the University. SWES is the vehicle whereby the University makes its resources and knowledge available to the citizens of South Dakota and the surrounding area. The SWES offices and those of the CEP are in the Center for Continuing Education.

Objective

The objective of the Cooperative Education Program is the development of service-learning educational experiences for college students. These experiences are commonly called an internship and are conducted during the student's academic career; are within the student's major field of study; and earn academic credit.

Goals

In meeting the Program's objective, three major goals can be identified.

1. Developing the administrative capacity to conduct an intern program stressing service and learning.
2. Creating a focal point for campus-wide activities involving students in community or off-campus programs.
3. Educating all of the participants in the operation of a meaningful service-learning internship program.

Duties

The following duties are performed by the Program Coordinator in meeting the above goals:

1. Contact agencies, businesses, organizations, and governmental units to gain their cooperation in participating in the Program as sponsors of service-learning interns;
2. Inform the appropriate University Department or Program of available internships and gain their cooperation in soliciting student applications;
3. Arrange, where possible, personal interviews between the sponsors and student applicants;
4. Arrange academic credit for those student interns that request it;
5. Arrange supportive services for the participants such as seminars, publicity and publications;
6. Periodically evaluate the success and impact of the Program;
7. Function as a clearinghouse and center of information for other on-going intern programs;

8. Function as a grantsman for securing funds to support the Program;

9. Develop a coordinative system of internships for all University Departments and Programs;

10. Attend conferences, seminars, workshops and meetings pertinent to the Program; (This includes visits to other colleges and universities to study their respective programs.)

11. Develop active laison with and participation in other intern programs such as the South Dakota Student Intern Program, the Federal Intern Program and others;

12. Perform all direct administrative duties needed to facilitate the Program's operation including drafting correspondence, writing of reports and publicity, telephoning, conducting interviews and related activities.

Controls

In the fulfillment of the above goals and duties, the Program Coordinator assumes the responsibility and authority needed for their completion on a daily basis.

Ultimate responsibility for the Program lies with the Vice-President for Academic Affairs, Dr. Henry V. Cobb.

Day-to-day supervision of the Program Coordinator is provided by the Director of State-Wide Educational Services, Mr. Loren M. Carlson.

Policy decisions are referred to the Vice-President while administrative activity is guided by the SWES Director.

In addition to frequent meetings and conversations, written reports are made to both the Vice-President and the SWES Director every six months detailing the progress of the Program. These reports are discussed and reviewed with the Program Coordinator.

Internship Definition

As mentioned earlier, the Program's objective is the development of service-learning educational experiences, commonly called an internship. While participating in such an internship, a student is capable of providing a service to the host organization. By providing that service, hopefully, the student will learn about his or her major field of academic study. The combination of service and learning provides an educational experience for the student.

The ingredients of a service-learning educational experience are as follows:

1. It is an enhancement of and a supplement to academic training;
2. It is worthy of academic credit;
3. It is a part of the student's personal development and professional preparation;
4. It may meet a manpower need of the host organization;
5. It can be a "project-oriented" internship or one that is "observer-oriented." In the former, a student has a defined project to complete in a specific length of time. In the latter, a student will, hopefully, learn by observation. Ideally, an internship would be a combination of both.

Benefits

The service-learning internships will:

- give the student an opportunity to apply academic study to an actual working experience;
- open up new areas of interest, study and possible employment for the student;
- make the student more attractive, because of the internship, to a potential employer;
- provide potential employers with an opportunity to recognize the worth and value of the individual student and others like him or her.

Procedures

Emphasis is made toward selecting student interns from four types of individuals: the veteran, the physically handicapped, the minority student and the economically deprived.

The students that do not fit any of the above categories may be placed in the field because of exceptional ability and desire to work in an area of great social need.

Participation in the Program is not inherently limited by a student's class standing or grade point average, except as a judgment by an individual University department. The CEP is designed to serve undergraduate students primarily, but it may serve graduate students where permissible.

Cooperative Education Program

FY 72-73

Placements In its second year, the Cooperative Education Program increased its placement of student interns from 48 in FY 71-72 to 86 for FY 72-73, an increase of over 55%. Of those 86 placements, 44 were males (51.1%) and 42 were women (48.9%) with 12 American-Indians (13.9%). Sixty of the students (69.7%) earned academic credit for the participation in the CEP (Appendix 3). The FY 71-72 placement figures are in Appendix 4, and the two-year totals are in Appendix 5.

The second year placements cover a wide variety of disciplines and distances. Students in 24 disciplines were placed from the state of Washington to Denver, Colorado, to Sioux City, Iowa (Appendix 6). The average length of the internship was 14 weeks, and the student's average salary was $100 per week. The students were placed in a cross-section of business, agencies and governmental units, including nursing homes, city government, newspapers, state and federal government, regional planning offices, Indian reservations, a juvenile correction center and the Earth Resources Observation System (EROS) Program.

University Relationships

In its initial year, the Program worked primarily with a small number of University departments and offices. However, during the second year this working relationship has increased significantly to include 24 departments, programs and offices. They are as follows:

Biology Department
Business School
Criminal Justice Studies Program
Counseling Center
Developmental Disabilities Evaluation Center
Earth Sciences Department
Education School
English Department
Financial Aids Office
Government Department
History Department
Institute of Indian Studies
Law School
Library
Mass Communication - Journalism
Mass Communication - Speecn Correction
Mathematics Department
Personnel Office
Psychology Department
Recreation Department
Sociology Department
Student Association
University Relations Office
Upward Bound Program

The Program's staff is working very closely with 27 faculty and administrative personnel in developing service-learning internships. This arrangement has proven to be very satisfactory, and the cooperation between the Program staff and the University has been outstanding.

Advisory Council

In May, 1973, an Advisory Council for the Cooperative Education was established "to offer guidance, direction, recommendations, and counsel concerning objectives, administration, coordination and implications of the Program." (See Appendix 7).

Membership The Advisory Council has 22 members representing the University faculty and administration. A membership list is in Appendix 8.

Duties During the CEP's continual development, the Advisory Council will direct its efforts in a number of Program areas, including:

1. the continued development of working relationships with other University Departments, Programs, and Offices;
2. providing support and rationale needed for the inclusion of the Program on the University budget;
3. University-wide standards for participation in intern activities;
4. a clearinghouse for University intern programs;
5. financing student stipends;
6. Program staffing;
7. relationships with other intern programs (other than those at the University).

Sub-Committees Five sub-committees have been established within the Advisory Council--Standards, Finance, Relations, Evaluation and Publicity. (See Appendix 9).

The duties of each sub-committee are as follows:

1. Standards

- Student eligibility
- Selection process
- Course requirements
- Use of grade point averages
- Pass/Fail option vs. graded internships
- Amounts of academic credit for completed internships
- Other USD intern program standards

2. Finance Ways-and-Means

- Program funding and budget
- Grants
- Use of work-study funds
- Levels of student stipends
- Program expenses

3. Relations

- With other USD intern programs
- Clearinghouse concept
- With the University Senate and other faculty groups
- With other USD departments
- On-campus internships

4. Evaluation

- Individual internships
- Over-all program

5. Publicity

- Program brochures
  a. for employers
  b. for USD personnel
- On-site publicity
- News releases on individual internships
- Annual report

Although the Advisory Council and its sub-committees have only been functioning for a short time, early results indicate they will be a very beneficial source of help for the Program.

Bureau of Indian Affairs

On May 31, 1973, the Cooperative Education Program was awarded a contract of $9,200 to develop a special internship program. The program was established in cooperation with the Employment Assistance Office, Bureau of Indian Affairs at the Rosebud Indian Reservation, Rosebud, South Dakota. (See Appendix 10).

The objective of the program is to "give American Indian students practical work-experience and training in their

major field of college study."

The Rosebud Program employed nine American-Indian students during the 1973 summer vacation period. All of the students were employed on the Rosebud Reservation and work in the following offices:

- Employment Assistance Office
- Community Action Program
- Tribal Election Committee
- Criminal Investigator's Office
- Sioux Attention Center
- B.I.A. Social Services

Three other American-Indian students participated in the CEP during FY 72-73. Jayne Sherwood served with the Coordinator of Indian Affairs, Office of the Governor; Herb Zobell worked on a project with the Community Action Program, Colville Indian Reservation, Nespelem, Washington; and Denise McCurdy was with the University of South Dakota's Upward Bound Project.

Additional Funds

In addition to the $9,200 from the Bureau of Indian Affairs, the Program was awarded a $30,000 grant from the Division of College Support, U.S. Office of Education, and $800 from the University's Institute of Public Affairs (IPA).

The Office of Education grant is for expanding and strengthening the Program during FY 73-74. The IPA grant allowed the CEP to co-sponsor the 1972 South Dakota Student Intern Conference, which will be discussed later in this report.

Newsletter

The Program's newsletter, CEP News, was started in October, 1972, with issues published every two months. The newsletter is distributed throughout the University and across the country. The reception of the newsletter has been excellent. It included reports on the Program's activities, a bibliography of internship-related publications and discussions on the various concepts of Cooperative Education programs.

S. D. State Intern Program

In August, 1972, the Program Coordinator was appointed to the South Dakota Academic Resources Council (ARC) by Governor Richard F. Kneip. (See Appendix 11). The ARC, in turn, appointed Mr. Fuller as one of its representatives to the South Dakota Student Intern Coordinating Council.

The Intern Coordinating Council was directed to write a plan for the formal establishment of a state intern program. The Council asked Mr. Fuller to oversee the writing of that plan. It went through a number of drafts, the final one which is in Appendix 12. In December, 1972, a decision was made to submit legislation to the state legislature, which would provide funds for the state intern program and give it a formal structure. The Program Coordinator, Mr. Fuller, assisted in drafting the legislation

(Senate Bill 107--Appendix 13) which was passed and appropriated $28,500 for a South Dakota Student Intern Program.

Governor Kneip then created by executive order an internship advisory council to assist in the administration of the state program (see Appendix 14). Mr. Fuller was appointed a member of the advisory council's technical assistance board. The bylaws for the Administrative Internship Advisory Council are in Appendix 15. Mr. Fuller wrote the preliminary draft of those bylaws.

In its first effort, the state intern program had 29 participating students in the summer of 1973. Over 35% of those students were from the Cooperative Education Program at the University, and it is anticipated that close coordination and cooperation will be maintained with the South Dakota Student Intern Program.

The CEP Coordinator has taken part in the development of the state intern program as mentioned previously. This is illustrated by a letter of appreciation from Governor Kneip in Appendix 16.

Travel

The Cooperative Education Program at the University of South Dakota requires a great deal of travel, given the state's geography and population distribution. During the Program's second year, a total of over 42,000 miles were traveled by the CEP staff and faculty advisors to develop

placement sites; to attend conferences, seminars and meetings; and to provide services to the participating students. This makes a total of over 66,000 miles traveled in two years on behalf of the CEP.

RDIP

The Resources Development Internship Project (RDIP) of Bloomington, Indiana, was started in January, 1971. Its broad objectives are:

1. To provide skilled temporary student manpower to midwestern communities and organizations;
2. To provide opportunities for students to pursue challenging professional-level projects as well as the opportunity to demonstrate their abilities, to participate in solving social and economic problems, and to explore career possibilities;
3. To provide additional avenues of communication between midwestern colleges and universities and local social and economic development programs.

A further description of RDIP is in Appendix 17. Since June, 1971, the RDIP has sponsored 46 service-learning internships in South Dakota and 26 of them have been completed by students from the University of South Dakota.

During the 1973 summer vacation period, the CEP and the RDIP cooperated in developing internships with the First Planning and Development District Commission in Watertown, South Dakota, the Fourth Planning and Development District Commission in Aberdeen, South Dakota, and the EROS (Earth Resources Observation Systems) Program in Sioux Falls, South Dakota.

The RDIP has made a highly significant contribution to the success of the Cooperative Education Program (see Appendix 18), and both programs will continue to work very close together in the years ahead.

State Conference

As mentioned earlier, the CEP co-sponsored the 1972 South Dakota Student Intern Conference by means of an $800 grant from the University's Institute of Public Affairs. The conference brought together some very valuable resource people who discussed a wide variety of topics on the concept of student internships. The conference was very successful, and a brochure describing it is in Appendix 19.

Federal Intern Program

The CEP participated in the 1973 Federal Summer Intern Program with the placement of a student in the General Services Administration (GSA). The Federal Intern Program is conducted on a competative basis by the Civil Service Commission, and the CEP is fortunate to be able to work with it. It is hoped this relationship will be continued.

Information Materials

In FY 72-73 the CEP staff developed a number of items designed to increase its informational services. The items include a brochure for the recruitment of employers; a general brochure describing the over-all operation of the Program; an informational packet for the cooperating employers; certificates of appreciation for the students and the employers; and a new Program symbol was developed and is on the cover of this report. These items are all new

developments, and their effectiveness has not yet been determined. Copies of these materials are available upon request.

Conferences

A number of conferences, meetings and seminars around the country were attended by the Program staff. They include the Western Regional Cooperative Education Conference in San Francisco; the 1972 National Intern Conference in Newport, Rhode Island; a meeting of the Resources Development Internship Project in Chicago; a seminar sponsored by the Washington Center for Learning Opportunities in Washington, D. C.; and the orientation seminar of the South Dakota State Intern Conference in Pierre, South Dakota. These conferences have proved extremely beneficial in two respects: it offers the opportunity to learn about other intern programs, and the Program is publicized by the distribution of its printed materials. These activities have helped the CEP immensely.

Memberships

The CEP Coordinator has joined a number of professional organizations which are proving to be a great benefit to the Program. They are the Cooperative Education Association; the Society for Field Experience Education; the National Center for Public Service Internship Programs; and the South Dakota Association of Experiential Education. Experience has shown that the association with the organizations' members and publications provides an avenue for exchanging items of mutual concern and is, therefore, worthy of continual participation.

Work-Experience Task Force

The reception of the internship concept by the University of South Dakota has been outstanding, and its utilization continues to grow. It is estimated that between 300 to 400 students participate in off-campus internships each year through various departmental programs as well as the Cooperative Education Program.

The University perceived problems in applying usual and customary patterns and procedures to interning students. Therefore, a search for solutions to the challenges of an era of educational alternatives was launched by a memorandum sent to selected faculty by Dr. Henry V. Cobb, Vice-President for Academic Affairs, in March, 1972. This resulted in the formation of the Task Force on Credit for Work Experience, and the CEP Coordinator was appointed a member of it.

The Task Force prepared 21 separate recommendations on work experience activities, all of which have been adopted by the University's Faculty Senate as guidelines for departmental intern programs. The Task Force's report is available upon request.

Student Directory

The CEP has published a student directory of all its participating students which will be used as a recruitment device for additional placements and as a source of potential employees that possess both academic and experiential educations. It will be distributed throughout South Dakota, and copies are available upon request.

Publicity

This is a continual effort with the CEP--one that has proven to be beneficial. During the second year of the Program, the CEP Coordinator has appeared on area television and radio shows and a great deal of publicity was realized as a result of co-sponsoring the 1972 South Dakota Student Intern Conference. On-campus publicity has increased tremendously as a result of numerous presentations to various organizations and clubs, including the English Club, Student Senate, Political Science League, Young Democrats, Young Republicans, Indian Projects Board, Tiyospaye Council, Dean's Council, USD Profile, Question Four, Criminal Justice Student Association, Student Association and others. Additional publicity was received through a series of articles written by the University's Relations Office. Also, due to a huge demand, over 400 copies of the Program's first annual report were printed and distributed at the University and across the country.

Pierre Semester

As mentioned earlier, the CEP is located with State-Wide Educational Services (SWES) at the University. During the 1973 Spring Semester, SWES began a program in the state capitol of South Dakota, Pierre, which was called The Pierre Semester. The Pierre Semester program contained two components--an internship in state government and off-campus classes. This allowed the participating students the opportunity to conduct an internship and attend classes concurrently. The Cooperative Education Program gave some assistance to SWES in establishing the Pierre Semester and will continue to provide active support when requested.

Consulting In addition to helping University departments establish intern activities, the Program Coordinator has consulted with and helped a number of other institutions and agencies in developing and initiating their respective intern programs. They include Dakota State College, Madison, South Dakota; University of South Dakota/Springfield, Springfield, South Dakota; the North Dakota State Intern Program; the Resources Development Internship Project; the Washington Center for Learning Opportunities; and the South Dakota Student Intern Program.

The second year of the Cooperative Education Program at the University of South Dakota has been one of growth and expansion. The Program has taken tremendous strides, and greater accomplishments are anticipated in the future.

Recommendations

As outlined previously, the CEP has seven recommendations that, if implemented, will further its development and operation. These recommendations are not in any order of priority.

1. A number of University departments do not have well-developed internship programs. The number is small (approximately 4), and the Program will be working with them during the up-coming year to assist their respective efforts.

2. The CEP does not have the evaluative capacity to gather analytical data concerning its operation. Data is needed primarily on the attitudes of the students and their employers. Work will begin in developing suitable instruments to gather that data.

3. Experience has shown that there are many service-learning educational experiences available on the University campus. Efforts are already underway to develop them for Cooperative Education students.

4. Because so many University departments are participating in internship programs, there is a great need to establish a center of information on them. The Cooperative Education Program is the most logical place to develop such a center.

5. Each University department has its own standards, qualifications and procedures in administering their respective intern programs. This has caused some confusion. The CEP hopes to develop uniform guidelines for all of the departments.

6. Work has already begun to develop on a service-learning intern program at the University of South Dakota/Springfield campus. It is being concentrated in one department--Food Management--to determine the planning needed to expand later efforts.

7. The funding for the Cooperative Education Program has been by federal grants from the U.S. Office of Education. There exists a three-year limitation on that source, and it is st ongly recommended that the University of South Dakota begin funding the Program at the termination of federal monies. Based on its past accomplishments, the Program can justifiably be continued by the University. Additionally, there is a great deal of activity and work on behalf of the University that the Program needs to do and can only complete with the proper staff, administrative funds and sufficient time.

8. Increasing the Program's publicity is a continual effort, and a number of television and radio presentations are planned, as well as news articles based on this report.

The University of South Dakota's Cooperative Education Program seeks to be one of quality and quantity. Based on

APPENDIX 1

FY 72-73 Grant Application

12-13

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

FORM APPROVED.
OMB No. 51-R0829

APPLICATION FOR COOPERATIVE EDUCATION PROGRAMS

HIGHER EDUCATION ACT OF 1965, AS AMENDED (FUNDS TO BE EXPENDED JULY 1, 1972 THROUGH JUNE 30, 1973)

PART I - APPLICATION SUMMARY SHEETS

STAFF COPY

720025

SECTION A. GENERAL INFORMATION

1. NAME OF APPLICANT (INSTITUTION OF HIGHER EDUCATION)
University of South Dakota

2. ADDRESS (STREET) | (CITY) Vermillion | (STATE) South Dakota | ZIP CODE 57069

3. CONG. DIST. 1st | 4. COUNTY Clay

5. CIVIL RIGHTS COMPLIANCE NUMBER
INSTITUTION: 510140 COOPERATING AGENCY (IF ANY): N/A

6. NAME OF PRESIDENT OF INSTITUTION
Richard L. Bowen

7. TITLE OF PROPOSED PROGRAM University of South Dakota Cooperative Field Education Progra

8. NAME AND TITLE OF APPLICANT FISCAL OFFICER
Leroy Tiede, Business Manager

9. AREA CODE 605 | TELEPHONE NO. 677-5613 | EXT. N/A

10. PROGRAM DIRECTOR (SIGNATURE)

(TYPED NAME AND TITLE) H.V. Cobb, Vice-Pres for Academic Affairs

11. AREA CODE 605 | TELEPHONE NO. 677-5345 | EXT. N/A

12. DATE October 14, 1971

SECTION B. DESCRIPTION OF APPLICANT AND PROGRAM

1. APPLICANT CATEGORY
APPLICANT INSTITUTION IS: (CHECK ONE)
- ☐ JUNIOR OR COMMUNITY COLLEGE
- ☐ 4-YEAR UNDERGRADUATE ONLY
- ☒ GRADUATE AND UNDERGRADUATE

(CHECK ONE)
- XX PUBLIC
- OR
- ☐ PRIVATE

2. PROGRAM CLASSIFICATION
- ☐ NO EXISTING PROGRAM
- OR
- ☒ EXISTING PROPOSAL

3. TYPE OF PROPOSAL (CHECK ALL APPLICABLE COMPONENTS)
- ☐ PLANNING OF PROGRAM
- ☐ INITIATION OF PROGRAM
- ☒ STRENGTHENING OF EXISTING PROGRAM
- ☒ EXPANSION OF EXISTING PROGRAM

SECTION C. PARTICIPATION IN OTHER FEDERAL PROGRAMS. FISCAL YEAR 1971 (CHECK APPLICABLE ITEMS)

1 ☐ TITLE III, HIGHER EDUCATION ACT OF 1965, DEVELOPING INSTITUTIONS, HEW, OE
FUNDING RECEIVED FY 1971-72 FOR COOPERATIVE EDUCATION $_____

2 ☐ MODEL CITIES, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (NAME OF MODEL CITY) _____

3 XX UPWARD BOUND, HEW, OE

4 ☐ TALENT SEARCH, HEW, OE

5 ☒ SPECIAL SERVICES FOR THE DISADVANTAGED, HEW, OE

6 XX TITLE V-E, EPDA TRAINING PROGRAMS FOR HIGHER EDUCATION PERSONNEL, HEW, OE

7 ☐ EPDA TRAINING PROGRAMS, PARTS C AND D, HEW, OE

8 ☐ VOCATIONAL EDUCATION COOPERATIVE EDUCATION PROGRAM, OE

9 XX COLLEGE WORK-STUDY FINANCIAL AID PROGRAM, HEW, OE

10 ☐ PLANS FOR PROGRESS

11 ☐ OTHER (SPECIFY)

SECTION D. PROGRAM DETAILS

1. PROGRAM BUDGET

		FY 1972-73
A	FEDERAL SHARE (LINE 7, BUDGET SUMMARY FORM, PART IV)	$ 23,760
B	NON-FEDERAL SHARE (LINE 7, BUDGET SUMMARY FORM, PART IV)	
C	TOTAL PROGRAM BUDGET (LINE 7, BUDGET SUMMARY FORM, PART IV)	$ 23,760

2. IF FUNDED UNDER COOP. EDUC. PROG. IN PRIOR YEAR(S) INDICATE:

	EXPENDITURES	FY 1971-72	FY 1970-71
A	FEDERAL GRANT SHARE	$ 15,000	$ N/A
B	NON-FEDERAL SHARE (DIRECT COSTS ONLY)	$ 5,000	$
C	TOTAL	$ 20,000	$

SECTION E. STATISTICAL INFORMATION - INSTITUTIONS OF HIGHER EDUCATION

FILL IN ALL APPROPRIATE SECTIONS AND BLANKS. PUT NA (NOT APPLICABLE) IF IT DOES NOT PERTAIN.

1. ENROLLMENT--FULL-TIME UNDERGRADUATE ONLY	FALL TERM 1969	FALL TERM 1970	FALL TERM 1971	NO. OF STUDENTS RECEIVING WORK-STUDY FUNDS DURING ACADEMIC YEAR 1970-1971	YEAR INSTITUTION FOUNDED
	3929	4152	4407	417	1882

2. NUMBER OF STUDENTS ENROLLED FROM FAMILIES WITH INCOMES LESS THAN $7,500: 1187

3. APPROXIMATE POPULATION OF CITY IN WHICH INSTITUTION IS LOCATED (OR NEAREST CITY): 12,128

4. NUMBER OF STUDENTS ENROLLED FOR ACADEMIC YEAR 1970-71

BLACK	6
SPANISH SURNAME	0
INDIAN-AMERICAN	43
OTHER	4103
TOTAL	4152

5. ACADEMIC DISCIPLINES	NUMBER OF STUDENTS ENROLLED	ACADEMIC DISCIPLINES	NUMBER OF STUDENTS ENROLLED	EXPENDITURES FOR COOPERATIVE EDUCATION FOR THE 1970-71 YEAR		
					FEDERAL	NON-FEDERAL
N/A	N/A	N/A	N/A	SALARIES	$ N/A	$ N/A
				TRAVEL	$	$
				OTHER	$	$
				TOTAL	$	$

6. DESCRIPTION OF EXISTING COOPERATIVE EDUCATION PROGRAM--1970-71 ACADEMIC YEAR (INDICATE IN YOUR NARRATIVE IF ANY SUBSTANTIAL CHANGES WILL BE MADE IN 1972-73 AFFECTING ITEMS SHOWN IN SECTION E-2.)

NO. OF STUDENTS IN PROGRAM N/A	NO. OF COOPERATIVE STUDENTS RECEIVING WORK-STUDY FUNDS DURING THE ACADEMIC YR 1970-71 N/A	YEAR PROGRAM BEGAN 19 71	AVERAGE NO. OF COOPERATIVE PERIODS PER ONE YEAR N/A

AVERAGE LENGTH OF ALTERNATING SEQUENCE			NUMBER OF COORDINATORS		RATIO OF COORDINATORS TO COOPERATIVE EDUCATION STUDENTS	NO. OF EMPLOYING AGENCIES AND INSTITUTIONS INVOLVED IN THE PROGRAM
DAYS	WEEKS	MONTHS	FULL-TIME	PART-TIME		
N/A	N/A	N/A	1	1	1 TO ___ N/A	N/A

6a PARTICIPATION IN COOPERATIVE EDUCATION PROGRAM A DEGREE REQUIREMENT? ☐ YES ☒ NO

SECTION F. ABSTRACT OF PROPOSAL (BEFORE COMPLETING, REFER TO PAGE 6 IN INSTRUCTIONS)

The University of South Dakota Cooperative Field Education Program was established August 1, 1971 by a grant from the Cooperative Education Program of the Department of Health, Education and Welfare. Phase I and Phase II of the program was funded by grant number 80 NIH 82-7950 and this proposal is for funds for the continuation of the University program into Phase III and full operation.

The University Cooperative Field Education Program has as its objectives the placement of student interns within various governmental and business offices as well as in offices that provide important social needs. Through serving an internship, the student will gain valuable knowledge and actual work experience that will enhance his academic training. It is also hoped that the internships will provide a vehicle in which the potential employer and the student can learn from each other. Emphasis will be made toward selecting interns from four types of students: the minority student; the veteran student; the physically handicapped student; and the economically deprived student.

A budget of $23,760 is requested to facilitate the operation of the University program in four specific areas within Phase III: 1) full-time placement of students, 2) the establishment of a vigorius follow-up program, 3) incorporation of the University of South Dakota at Springfield into the program, and 4) the hiring of additional graduate assistants.

PART II - INSTITUTIONAL ELIGIBILITY, AND ASSURANCES AND CONDITIONS

INSTRUCTIONS: EACH APPLICANT AND COOPERATING INSTITUTION OR AGENCY INVOLVED IN A PROPOSAL MUST SUBMIT THREE (3) COPIES OF THIS PART II. INSTITUTIONS OF HIGHER EDUCATION MUST FILL OUT ALL SECTIONS, BUT ORGANIZATIONS, AGENCIES, BUSINESS ENTITIES SHOULD OMIT SECTION C. THE UNDERSIGNED APPLICANT HEREBY ASSURES THE U.S. COMMISSIONER OF EDUCATION THAT IT IS ELIGIBLE FOR SUPPORT BY MEETING ALL OF THE REQUIREMENTS LISTED UNDER SECTIONS C AND D BELOW.

SECTION A. NAME AND ADDRESS OF APPLICANT

University of South Dakota, Vermillion, South Dakota 57069

SECTION B. ELIGIBILITY REQUIREMENTS - INSTITUTIONS OF HIGHER EDUCATION (CHECK THE APPROPRIATE ITEMS)

1 [X] ADMITS AS REGULAR STUDENTS ONLY PERSONS HAVING A CERTIFICATE OF GRADUATION FROM A SCHOOL PROVIDING SECONDARY EDUCATION OR THE RECOGNIZED EQUIVALENT OF SUCH A CERTIFICATE;

2 [X] IS LEGALLY AUTHORIZED WITHIN ITS STATE TO PROVIDE A PROGRAM OF EDUCATION BEYOND SECONDARY EDUCATION;

3 [X] PROVIDES AN EDUCATIONAL PROGRAM FOR WHICH IT AWARDS A BACHELOR'S DEGREE, OR PROVIDES NOT LESS THAN A TWO-YEAR PROGRAM WHICH IS ACCEPTABLE FOR FULL CREDIT TOWARD SUCH A DEGREE;

4 [X] IS A PUBLIC OR OTHER NONPROFIT EDUCATIONAL INSTITUTION;

5 [ ] MEETS ONE OF THE THREE (3) FOLLOWING ACCREDITATION REQUIREMENTS:

[X] IS ACCREDITED BY THE FOLLOWING NATIONALLY RECOGNIZED ACCREDITING AGENCY OR ASSOCIATION

NAME North Central Accreditation Association

OR [ ] HAS A RECOGNIZED PRE-ACCREDITATION STATUS WITH THE FOLLOWING NATIONALLY RECOGNIZED ACCREDITING AGENCY OR ASSOCIATION

NAME _____

OR [ ] THOUGH NONACCREDITED IT IS CERTIFIED BY THE U.S. OFFICE OF EDUCATION, WITHIN THE 2 YEARS PRECEDING THE DATE OF APPLICATION, AS BEING AN INSTITUTION WHOSE CREDITS ARE AND HAVE BEEN ACCEPTED ON TRANSFER BY NOT LESS THAN THREE (3) INSTITUTIONS WHICH ARE SO ACCREDITED, FOR CREDIT ON THE SAME BASIS AS IF TRANSFERRED FROM AN INSTITUTION SO ACCREDITED.

6 [X] IS A SCHOOL WHICH PROVIDES NOT LESS THAN A 1-YEAR PROGRAM TO PREPARE STUDENTS FOR GAINFUL EMPLOYMENT IN A RECOGNIZED OCCUPATION AND WHICH MEETS THE PROVISIONS OF ITEMS 1, 2, 4, AND 5.

SECTION C. ASSURANCES AND CONDITIONS (CHECK APPROPRIATE ITEMS) (TO BE COMPLETED BY ALL APPLICANTS INCLUDING COOPERATING INSTITUTIONS AND AGENCIES)

THE INSTITUTION/AGENCY HEREBY ASSURES THE U.S. COMMISSIONER OF EDUCATION THAT IT:

1 [X] HAS COMPLIED WITH FEDERAL CIVIL RIGHTS LEGISLATION INCLUDING TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 (HEW FORM 441).

2 [X] AGREES TO CONDUCT THE PROJECT IN ACCORDANCE WITH THE HIGHER EDUCATION ACT OF 1965 (P.L. 89-329) AS AMENDED, AND INSTRUCTIONS AS THE COMMISSIONER MAY ISSUE FROM TIME TO TIME.

3 [X] AGREES TO SUBMIT REPORTS IN SUCH FORM AND CONTAINING SUCH INFORMATION AS THE COMMISSIONER MAY REQUIRE.

4 [X] AGREES TO MAINTAIN ADEQUATE AND SEPARATE ACCOUNTING AND FISCAL RECORDS ON FUNDS RECEIVED UNDER EACH AWARD AND WILL MAKE AVAILABLE FOR AUDIT TO REPRESENTATIVES OF THE COMMISSIONER SUCH RECORDS AND ACCOUNTS AT ANY REASONABLE TIME.

5 [X] AGREES, IF AN INSTITUTION OF HIGHER EDUCATION, TO EXPEND DURING THE FISCAL YEAR FROM ITS OWN SOURCES NOT LESS THAN WAS EXPENDED FOR COOPERATIVE EDUCATION DURING THE PREVIOUS FISCAL YEAR.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE IS AUTHORIZED TO FILE AND TO ACT AS THE REPRESENTATIVE OF THE APPLICANT FOR THIS APPLICATION, FOR A GRANT UNDER THE PROVISION OF THE HIGHER EDUCATION ACT OF 1965 (P.L. 89-329), AS AMENDED, THE UNDERSIGNED FURTHER CERTIFIES THAT THE APPLICANT IS FULLY COGNIZANT OF THE CONDITIONS SET FORTH IN THIS APPLICATION FORM AND THAT ALL INFORMATION AND STATEMENTS CONTAINED IN THIS APPLICATION AND THE ATTACHED SUPPORTING DOCUMENTS ARE TRUE AND CORRECT TO THE BEST OF HIS KNOWLEDGE AND BELIEF.

AUTHORIZING OFFICIAL (SIGNATURE)	(TYPED NAME AND TITLE)	DATE
Richard L. Bowen	Richard L. Bowen President	October 14, 1971

PART III - NARRATIVE

ALL PROPOSALS MUST BE ACCOMPANIED BY A NARRATIVE NOT TO EXCEED SIX (6) DOUBLE SPACED PAGES. SEE INSTRUCTIONS FOR PREPARATION OF NARRATIVE.

NARRATIVE

The University of South Dakota Cooperative Field Education Program was established through funds awarded by the Department of Health, Education and Welfare - Cooperative Education Program - on August 1, 1971 by grant number 80 NIH #82-7950. A program coordinator was appointed August 1, 1971. The coordinator is a South Dakota native and a recent graduate of the University of South Dakota.

The program is in its early development stages and work towards its goals is continuing as the school year progresses. It is hoped that between 50-100 student interns can be placed beginning in February, 1972 through August, 1972.

The University Cooperative Field Education Program has as its objectives the placement of student interns within various governmental and business offices as well as in offices that provide important social needs. Through serving an internship, the student will gain valuable knowledge and actual work experience that will enhance his academic training. It is also hoped that the internships will provide a vehicle in which the potential employer and the student can learn from each other. Emphasis will be made toward selecting interns from four types of students: the minority student; the veteran; the physically handicapped; and the economically deprived student.

In the interest of increasing academic relevance, the program serves to supplement existing classroom study with career-related field experience for credit and 1) gives the student intern an opportunity to apply academic study to actual work experience, 2) opens up new areas of interest, study and employment for the student, 3) makes the student more attractive to a potential employer because of broadened field experience, 4) provides potential

employers with an opportunity to recognize the worth and value of the individual student and others like him.

The University Cooperative Field Education Program involves five University colleges and schools, representing 20 different departments. Participating colleges and schools include Psychology, Sociology, Government, Communications, Geology, Philosophy, School of Education, School of Business, College of Fine Arts, and the School of Nursing.

Southern State College at Springfield, South Dakota has recently joined the University of South Dakota and is now called the University of South Dakota at Springfield. The Springfield campus will incorporate into the Cooperative Field Education Program in the near future, which will increase substantially, the number of participating students, academic disciplines and personnel involved in the placement of student interns.

The establishment of placement sites requires effective personal contact with potential employers. Potential placement sites that have thus far been contacted include United Sioux Tribes of South Dakota; Pine Ridge Indian Reservation; South Dakota Veteran's Administration; South Dakota Planning Agency; Bureau of Indian Affairs; South Dakota District I Model Rural Development Office; Minnehaha County Juvenile Court Center; South Dakota State Penitentiary; McCrossan's Boys Ranch, South Dakota Youth Forestry Camp; South Dakota Academic Resources Council; Minnehaha Probation and Parole Office, and others.

In the short time the University program has been in operation, communication with the student body has been very effective. The Program Coordinator and his graduate assistant (an American Indian), have addressed various student organizations and clubs including the

Student Senate, Political Science League, Veteran's Club, Law Enforcement and Corrections Club, Whapaha Club (Indian student club), History Club, Geology Club, and others. Also, the Coordinator has participated in a panel discussion with students about the intern program and additional contacts with the student body are continually taking place.

The intern work experiences will start during the second semester (February, 1972) of the current school calendar and in June, 1972 for the summer period. Most of the internships will be on a semester basis or during a summer period. However, in some cases, a shorter length of time maybe utilized.

Results of the program will be gathered by the Coordinator and his staff and progress reports will be submitted. These reports will reflect evidence of quality placement, academic credit, field supervision from the employer as well as from the respective University departments, strong inter-departmental cooperation and student satisfaction with the program.

The Coordinator is responsible for contacting potential employers to establish intern sites, for coordinating the placement efforts of all the University departments as well as the University of South Dakota at Springfield, evaluation of candidates for placement, and the establishment of a vigorous follow-up program.

It is the desire, hope and expectation that the Cooperative Field Education Program will continue as a normal aspect of the University curriculum after Federal funds are terminated. A firm commitment by Central Administration has been made for attempting to secure State funds by a special request to the Regents of Education or through Departmental budgeting requests, or other Federal or private funds to continue and expand the role of supervised study as

an accepted adjunct to classroom study in the University curricula. This transition from Division funds to state or other sources will be attempted in a manner to facilitate continuation at the end of two or three budget periods depending upon the financial status of the Division of College Support, Cooperative Education Program.

The University program is being conducted in three phases projected over a three year period. Phase I, beginning August 1, 1971, through January 30, 1972, will be planning. During this period, coordinated contacts are being made to identify businesses, schools and governmental agencies as potential placement sites. Phase II of the project will involve actual placement of student interns. During this period, February 1, through September 1, 1972, placement will be on a limited scale of approximately 50 to 100 students. This limitation will allow for an on-going analysis of the administrative structure, placement quality and duration and student response for the program. Phase I and Phase II have been funded by grant number 80 NIH #82-7950 from the Cooperative Education Program of the Department of Health, Education and Welfare.

Phase III of the program involves four specific aspects of the University Cooperative Field Education Program; 1) full scale placement of student interns, 2) establishment of a vigorous follow-up program, 3) incorporation of the University of South Dakota at Springfield into the program, and 4) hiring of additional staff. These aspects are the subject of this proposal.

Phase I and Phase II are being developed to the point where full scale placement will be taking place in September, 1972. Even though the University program has only been in operation a few months and funded below expectations the initial reception and support by the University and general public has been excellent. This reaction is

very encouraging and it is hoped that as the program is developed it will fulfill the goals and desires of the University and the concept of student internships.

Phase III will require additional funds to facilitate the operation of the University program on a full-time basis. The addition of the Springfield campus requires the hiring of a graduate assistant to be located at the University of South Dakota in Vermillion. It is hoped the additional graduate assistants will be either a veteran and/or a student that is familiar with the work-study program at the University.

The development of the University of South Dakota Cooperative Field Education Program has had an excellent beginning and with the completion of Phase I and Phase II, the full-time operation of Phase III can be started. This proposal will allow the University program to begin the full scale placement of students, the establishment of a vigorous follow-up program which will increase the amount of travel, and allow for the expansion of the program to the University of South Dakota at Springfield. This will require additional staff.

APPENDIX 2

Plan of Operation and Budget Explanations

72-12

SUBMIT 2 COPIES OF THIS FORM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

PLAN OF OPERATION AND BUDGET EXPLANATIONS
JULY 1, 1971 THROUGH JUNE 30, 1973

FORM APPROVED.
OMB NO. 51-R0716

INDICATE PROGRAM FORM REPRESENTS
- ☐ TITLE III, P.L. 89-329, AS AMENDED
- ☐ TITLE V-E, P.L. 90-35
- ☒ COOPERATIVE EDUCATION PROGRAM, P.L. 89-329 AS AMENDED BY P.L. 91-204

NAME AND ADDRESS OF GRANTEE INSTITUTION (INCLUDE ZIP CODE)	NAME OF PROGRAM	GRANT NUMBER
The University of South Dakota Vermillion, South Dakota 57069	University of South Dakota Cooperative Field Education Program	

TITLE AND NAME OF PERSON DIRECTING PROGRAM	AREA CODE	TELEPHONE #	EXT.
H.V. Cobb, Vice-President	605	677-5345	

NAMES OF ASSISTING INSTITUTIONS OR AGENCIES

PLAN OF OPERATION--THE COMPLETE AND FINAL PLAN OF OPERATION FOR EACH PROGRAM TO BE SUPPORTED BY THE BUDGET EXPLAINED IN THESE FORMS, SHOULD BE INDICATED BELOW IN OUTLINE FORM.

The University of South Dakota Cooperative Field Education Program was established August 1, 1972 by a grant from the Copperative Education Program of the Department of Health, Education and Welfare. Phase I and Phase II of the Program were funded by grant number 80 NIH 82-7950 and the FY 72-73 grant will provide the funds necessary for the continuation of the Program into Phase III and full operation.

The University Cooperative Field Education Program has as its objective the placement of student interns within various governmental and business offices as well as in offices that provide important social needs. Through serving an internship, the student will gain valuable knowledge and actual work experience that will enhance his academic training. It is also hoped that the internships will provide a vehicle in which the potential employer and the student can learn from each other. Emphasis is being made toward selecting interns from four types of students; the miniority student, the veteran, the physically handicapped and the economically deprived student.

The operation of Phase III of the Program will be concentrated in a number of areas including the expansion of the Program to the University of South Dakota at Springfield campus; the establishment of a vigorous follow-up program; full-time placement of interns; and the hiring of additional student assistants.

(Continued on attached sheet)

APPROVAL (TO BE USED BY OE)

AUTHORIZED SIGNATURE OF BUSINESS MANAGER		OFFICE OF EDUCATION AUTHORIZING OFFICIAL	DATE
TYPED NAME AND OFFICIAL TITLE LeRoy Tiede, Business Manager	DATE		

GRANTEE IS BOUND BY THE INSTRUCTION BOOKLET OF EACH PROGRAM AND, THE GRANTS MANUAL, INCLUDING THE REGULATIONS FOR GRANT PAYMENTS OF THE GRANTS MANUAL.

NAME OF INSTITUTION: University of South Dakota, Vermillion, South Dakota 57069

NAME OF PROGRAM: Cooperative Field Education Program

GRANT NUMBER:

DIRECTIONS GIVEN IN INSTPUCTION BOOKLETS AND IN THE GRANTS MANUAL SHOULD BE CONSULTED BEFORE COMPLETING THESE BUDGET EXPLANATION FORMS.

ALL LINE ITEMS ON THIS BUDGET PAGE MUST BE COMPLETELY EXPLAINED. USE AND COMPLETE THE ATTACHED SUMMARY SHEETS.

		FEDERAL AMOUNT	PERCENTAGE OF GRAND TOTAL LINE 8	NON-FEDERAL AMOUNT	PERCENTAGE OF GRAND TOTAL LINE 8	TOTAL AMOUNT
1	DIRECT OPERATING COSTS - TOTAL SALARIES (SHOWN IN DETAIL ON SUMMARY SHEET A)	$ 12,369.00	61.5 %	$	%	$ 12,369.00
2	OTHER DIRECT OPERATING COSTS					
	A TRAVEL (SHOWN IN DETAIL ON SUMMARY SHEET A)	4,331.00	21.8			4,331.00
	B OTHER - SUPPLIES, PRINTING, ETC. (SHOWN IN DETAIL ON SUMMARY SHEET B)	1,700.00	8.7			1,700.00
3	SUBTOTAL FOR OTHER DIRECT OPERATING COSTS (SUM OF LINES 2A AND 2B)	6,031.00	30.5			6,031.00
4	TOTAL DIRECT OPERATING COSTS (SUM OF LINES 1 AND 3)	18,400.00	92.0			18,400.00
5	(TITLE V, PART E ONLY) PARTICIPANT SUPPORT					
	DURATION OF INSTITUTE OR TRAINING PROGRAM					
	FROM (MONTH, DAY, AND YEAR)	TO (MONTH, DAY, AND YEAR)				
	NUMBER OF: WEEKS / NORMAL WORKWEEKS / PARTICIPANTS					
	A STIPEND: NUMBER TIMES / AVERAGING (EACH) / TOTAL					
	B DEPENDENCY ALLOWANCE: NUMBER TIMES / AVERAGING (EACH) / TOTAL					
6	TOTAL FOR PARTICIPANT SUPPORT (TITLE V, PART E ONLY)					
7	TOTAL INDIRECT COSTS (UP TO 8 PERCENT FOR COOPERATIVE EDUCATION AND TITLE V; UP TO 15 PERCENT FOR TITLE III)	1,600.00	8.0			1,600.00
8	GRAND TOTAL* (DIRECT COSTS PLUS INDIRECT COSTS)	20,000.00	100.0			20,000.00
	(TITLE V, PART E ONLY) WEEKLY COST PER PARTICIPANT (SEE INSTRUCTION BOOKLET FOR EXPLANATION)					

*IF THE PROGRAM INVOLVES A COOPERATIVE ARRANGEMENT, SHOW INSTITUTIONAL BREAKDOWN BELOW

NAME OF INSTITUTION	FEDERAL	NON-FEDERAL	NAME OF INSTITUTION	FEDERAL	NON-FEDERAL
	$	$		$	$
	$	$		$	$
	$	$		$	$
	$	$		$	$

PAGE

SUMMARY SHEET A

NAME OF INSTITUTION	NAME OF PROGRAM	GRANT NUMBER
University of South Dakota, Vermillion, South Dakota 57069	Cooperative Field Education Program	

THE BUDGET PAGES ARE TO BE COMPLETED FOR EACH RECOMMENDED PROGRAM IN THE COOPERATIVE ARRANGEMENT (USE SUPPLEMENTARY SHEETS, IF NECESSARY). THE INSTITUTION SHOULD REPRODUCE ADDITIONAL COPIES OF THESE PAGES AS NEEDED.

SALARIES--LIST ALL POSITION TITLES, SUCH AS PROGRAM COORDINATOR, SECRETARY, CONSULTANTS, NATIONAL TEACHING FELLOWS AND PROFESSOR EMERITUS (SHOW ACADEMIC FIELD), ETC. INDICATE PERCENT OF TIME ON THE PROGRAM AND METHOD OF SALARY CALCULATION, INCLUDING PERIOD OF EMPLOYMENT

POSITION TITLE	METHOD OF SALARY CALCULATION	PERIOD OF EMPLOYMENT	COST SHARING: FEDERAL	NON-FEDERAL	TOTAL
Program Coordinator	Yearly	12 months	8,400.00		8,400.00
- Fringe Benefits	University Rate		969.00		969.00
Graduate Assistants					
- One full-time	Semester	9 months	1,800.00		1,800.00
- One half-time	Monthly	12 months	1,200.00		1,200.00
		SALARIES TOTAL	$ 12,369.00	$	$ 12,369.00

TRAVEL--INDICATE THE NUMBER OF TRIPS, NUMBER OF INDIVIDUALS INVOLVED, MODES OF TRANSPORTATION, (IF BY AUTO, RATE PER MILE), DISTANCES TRAVELED, DESTINATIONS, INTERMEDIATE STOPS, ETC. SHOW ALSO, IF APPLICABLE, THE NUMBER OF DAYS PER DIEM AND RATE.

TRAVEL EXPLANATIONS AND CALCULATIONS				
Number of trips: (Estimated) - 30 to 40				
Number of Individuals involved: 1 to 5 dependent upon the number of interns placed.				
Distances traveled: (Estimated) - 30,000 miles.				
Mode of transportation: Car - 15,000 miles @ .09¢ per mile ---	1,350.00		1,350.00	
Commerical Air: ---	2,018.50		2,018.50	
Days Per Diem: (Estimated) - 25 days in-state @ $16.00 per day	400.00		400.00	
25 days out-of-state @ $22.50 per day.	562.50		562.50	
Destinations: (Cross-sample including distances from Vermillion)				
Sioux Falls, S.D. (128), Sioux City, IA. (98), Minneapolis and St. Paul, Minn. (596), Pierre, S.D. (538), Washington, D.C. (2474). Numerous cities and towns through-out the area.				
TRAVEL TOTAL	$ 4,331.00	$	$4,331.00	

SUMMARY SHEET

NAME OF INSTITUTION	NAME OF PROGRAM	GRANT NUMBER
University of South Dakota, Vermillion, S. Dak.	Cooperative Field Education Program	

OTHER GIVE AN ITEMIZED LIST OF CHARGES TO "OTHER" WITH APPROPRIATE EXPLANATIONS FOR SUCH ITEMS AS COMMUNICATIONS, SUPPLIES, PRINTING COSTS, RENTAL COSTS AND SPECIAL SERVICES. (INCLUDE EQUIPMENT INVENTORY, IF APPLICABLE.) (See narrative statement attached)

	COST SHARING		
	FEDERAL	NON-FEDERAL	TOTAL
1. Telephone	500.00		500.00
2. Postage	350.00		350.00
3. Printing Costs	350.00		350.00
4. Supplies	~~500.00~~ 620.00		~~500.00~~ 620.00
	$1820.		$1820.00
OTHER TOTAL	$ ~~1,700.00~~	$	$ 1,700.00

TOTAL FOR ALL PROGRAMS

COOPERATIVE ARRANGEMENTS NAME OF PROGRAM	NUMBER OF PROGRAMS	F. T. F. NUMBER	F. T. F. AMOUNT	PROFESSOR EMERITUS NUMBER	PROFESSOR EMERITUS AMOUNT	TOTAL COST SHARING FEDERAL	TOTAL COST SHARING NON-FEDERAL	TOTAL COST SHARING TOTAL
1 CURRICULUM DEVELOPMENT								
2 FACULTY DEVELOPMENT								
3 ADMINISTRATIVE IMPROVEMENT								
4 STUDENT SERVICES IMPROVEMENT								
5 OTHER (SPECIFY) _____								
GRAND TOTALS			$		$	$	$	$

1. NAME OF APPLICANT INSTITUTION
University of South Dakota

2. PROGRAM
Cooperative Field Education Program

3. NAME OF COORDINATING INSTITUTION
University of South Dakota

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

FORM APPROVED.
OMB NO. 51-R0829

PROGRAM BUDGET (COOPERATIVE EDUCATION PROGRAM)

THIS BUDGET PAGE IS TO BE COMPLETED FOR EACH PROGRAM.

SALARIES--LIST ALL POSITION TITLES, SUCH AS PROGRAM COORDINATOR, SECRETARY, CONSULTANTS, ETC. INDICATE PERCENT OF TIME ON THE PROGRAM AND METHOD OF SALARY CALCULATION, INCLUDING PERIOD OF EMPLOYMENT.

POSITION TITLE	METHOD OF SALARY CALCULATION	PERIOD OF EMPLOYMENT	COST SHARING FEDERAL	COST SHARING NON-FEDERAL	COST SHARING TOTAL
1. Program Coordinator	Full time	12 months	$ 8400	$	$ 8400
Fringe Benefits (Program Coordinator)			862		862
Three Graduate Assistants	Part time	9 months	5400		5400
2. TRAVEL			5338		5338
3. OTHER (Program materials, supplies, telephone)			2000		2000
4. TOTAL DIRECT COSTS			22,000		22,000
5. TOTAL INDIRECT COSTS			1760		1760
6. PROGRAM TOTAL			$ 23,760	$	$ 23,760

OE FORM 1193, 9-71

Support for the Program is provided by Department Deans and Chairmen as well as faculty advisors that accompany the Coordinator on his visitation trips to officals and businessmen in the development of intern placement sites. These faculty members are not compensated for this service beyond their expenses. By having the faculty member at the meetings with the potential employer he will be able to answer any question that may arise concerning the student or the student's project.

The Program is administered by a full-time Cooordinator and is assisted by two graduate assistant 15 one at the University of South Dakota Springfield campus and one assistant at the Vermillion campus. Additional support for the Program is provided by the University of South Dakota Institute of Public Affairs (IPA) and the University's State-Wide Educational Services (SWES). These two offices provide guidance and consultations as well as housing, equipment and secretarial support for the Coordinator and the Program. The IPA and SWES have considerable success in providing continual on and off-campus training to the citizens of South Dakota and the surrounding area. It is felt that the contacts available in the IPA and SWES offices are very benefical to the Cooperative Field Education Program.

Budget Items:

1. Salaries - $12,369.00 includes one Program Coordinator for the project at $8,400.00 per year (also included is $969.00 fringe benefits, standard cost for all University of South Dakota employees at this level). Also included are two stipends for graduate assistants; one at $1,800.00 (full-time at $200.00 a month for nine months) and one at $1,200.00 (half-time at $100.00 a month for 12 months). Both these rates are standard for the University of South Dakota.

2. Travel - $4,331.00 - Complete operation and facilitation of the Cooperative Field Education Program requires extensive travel by the Program Coordinator accompanied by faculty members, school officals and graduate assistants whenever possible. Experience has shown that it requires about $2,000 per man per year to conduct an effective extension education program in South Dakota given its geography, population distribution and other factors. Because the Program Coordinator will be accompanied by his graduate assistants and University faculty and officals whenever possible the total travel expenses required will exceed $4331.0

3. Other - $1,700.00 - This category includes expenses for long-distance telephone expenses (monthly base charges will be absorbed), mailing supplies and costs, printing of Program materials, paper and normal office supplies. Because this is a person-to-person contact program these expenses will be fairly high and a total of $1,700.00 is required for its full operation.

4. Overhead - $1,600.00 - This item is in line with the 8% established by the Fiscal Year 1972-1973 Guidelines of the Cooperative Education Program of the Office of Education, United States Department of Health, Education and Welfare.

APPENDIX 3

1972-73 Placement Figures

COOPERATIVE EDUCATION PROGRAM

1972-73 Placements:	86 Students	
Freshmen	1	
Sophomores	9	
Juniors	16	
Seniors	35	
Graduates	22	
Law	3	
Total	86	
Earned credit	60	69.7%
Males	44	51.1%
Females	42	48.9%
American-Indians	12	13.9%
Communication	30	
Government	20	
Sociology	6	
Recreation	4	
Psychology	3	
Law	3	
Speech Pathology	2	
English	2	
Business	1	
Art	1	
Biology	1	

Geology 1

Communication Disorders 1

General 1

Social Science 1

Criminal Justice Studies 1

Social Work 1

Education 1

Secretarial Science 1

Double Majors (5)

Government-Math

Government-Sociology

Government-Communication

Business-Accounting

Sociology-Psychology

APPENDIX 4

1971-72 Placement Figures

COOPERATIVE EDUCATION PROGRAM

1971-72 Placements: 48 Students

Freshmen	10	
Sophomores	10	
Juniors	10	
Seniors	12	
Graduates	2	
Law	4	
	48	
Earning credit	23	47%
Males	33	68.8%
Females	15	31.2%
American-Indians	23	47.9%

Government	17	History	1
Sociology	8	Music	1
Communication	4	Social Science	1
Law	4	Civil Engineering	1
General	4		
Business	2		
English	2		
Art	1		
Speech-Drama	1		
History Education	1		

APPENDIX 5

Two-Year Placement Figures

COOPERATIVE EDUCATION PROGRAM

Two Year Totals:	134 Students	
Freshmen	11	8%
Sophomores	19	14%
Juniors	26	20%
Seniors	47	35%
Graduates	24	18%
Law	7	5%
	134	
Males	78	58.2%
Females	56	41.8%
American-Indians	35	26.1%
Earned credit	83	61.9%
Government	37	27%
Communication	34	25%
Sociology	14	10%
Law	7	
General	5	
English	4	
Recreation	4	
Business	3	
Psychology	3	
Art	2	
Speech Pathology	2	
Social Science	2	

Speech-Drama	1
History	1
History Education	1
Music	1
Civil Engineering	1
Biology	1
Geology	1
Communication Disorders	1
Criminal Justice Studies	1
Social Work	1
Education	1
Secretarial Science	1

Double Majors (5)

Government-Math

Government-Sociology

Government-Communication

Business-Accounting

Sociology-Psychology

APPENDIX 6

Cooperative Education Students

FY 72-73

STUDENT INTERN DIRECTORY - ACADEMIC YEAR 1972-73

AMBROSIUS, George R.	Vermillion	G.S.	Government+	
City of Vermillion (Manager's Office)				Vermillion
ARNDT, Marcia	Ayrshire, Ia.	Jr.	Communication	
Morningside Manor				Alcester
BRUNER, Barry T.	Carroll, Ia.	Sr.	Government	
Southeastern Council of Governments				Vermillion
BUNKER, Susan Ann	Huron	Jr.	Communication	
News and Booster				Vermillion
CRIPPEN, Danny L.	Madison	Jr.	Government-Math	
Southeastern Council of Governments				Vermillion
CRONIN, Jim J.	Vermillion	G.S.	Government+	
Southeastern Council of Governments				Vermillion
EDELMAN, Patricia L.	Viborg	Sr.	Communication	
Bethesda Nursing Home				Beresford
ERICKSON, Beth	Madison	G.S.	Communication+	
Morningside Manor				Alcester
FOSHIEM, Jon A.	Huron	Sr.	Government	
Southeastern Council of Governments				Vermillion
FREIMUTH, Mary E.	Marion	G.S.	Communication+	
Crippled Children's Home				Sioux Falls
GRINDBERG, Christine J.	Sioux City, Ia.	Jr.	Communication	
Good Samaritan Center				Sioux Falls

ACADEMIC YEAR 1972-73

HAMMRICH, Dianne Beck	Platte	Sr.	Communication
Sioux City Public Schools			Sioux City, Ia.
HIRSCH, Sherry L.	Kennebec	G.S.	Communication+
Morningside Manor			Alcester
JOHNSON, Robert A.	Sioux Falls	Sr.	Government
Southeastern Council of Governments			Vermillion
KUIPER, Pamela K.	Platte	G.S.	Communication+
Bethany Home for the Aged			Sioux Falls
KUSSMAN, Cynthia A.	Yankton	Sr.	Communication
Sioux City Public Schools			Sioux City, Ia.
LEAHY, Edward J.	Watertown	Sr.	Government
Southeastern Council of Governments			Vermillion
LOEBSACK, Daniel L.	Sioux City, Ia.	G.S.	Communication+
Regal Manor Nursing Home			Elk Point
LOVRIEN, Larry H.	Aberdeen	Sr.	Government
Southeastern Council of Governments			Vermillion
McCULLOUGH, Susan E.	Vermillion	Soph.	Communication
Good Samaritan Nursing Home			Canistota
MARTIN, Kathryn Lee	Canistota	G.S.	Communication+
Mom and Dad's Nursing Home			Sioux Falls
MEYER, Joann K.	Larrabee, Ia.	G.S.	Communication+
Bethany Home for the Aged			Sioux Falls
MEYER, Marilyn	Rapid City	Sr.	Communication
Rapid City Public Schools			Rapid City

ACADEMIC YEAR 1972-73

MILLER, John P.	Denison, Ia.	G.S.	Communication+
Bethesda Nursing Home			Beresford
PARRY, James D.	Canistota	G.S.	Communication+
Good Samaritan Nursing Home			Canistota
PETERSON, Mark A.	Sioux Falls	Sr.	Government
Southeastern Council of Governments			Vermillion
REESE, Rodney J.	Huron	Sr.	Government
Southeastern Council of Governments			Vermillion
SCHALLENKAMP, Kay K.	Salem	G.S.	Communication+
Bethany Home for the Aged			Sioux Falls
SCHREINER, Timothy D.	Aberdeen	Jr.	Government-Sociology
Southeastern Council of Governments			Vermillion
SMITH, John W.	Lake View, Ia.	Sr.	Communication
Morningside Manor			Alcester
SMITH, Ronald H.	Hamburg, Ia.	G.S.	Communication+
Good Samaritan Center			Sioux Falls
STILLWELL, Robert N.	Sacramento, Calf.	G.S.	Psychology+
Minnehaha County Juvenile Court Center			Sioux Falls
THOMAS, Carol S.	Springfield	Jr.	Communication
Bethesda Nursing Home			Beresford
TIBBITS, Micki Moe	Woonsocket	Sr.	Communication
Mom and Dad's Nursing Home			Sioux Falls
VIZINTOS, Bernice G.	Sioux City, Ia.	G.S.	Communication+
Regal Manor Nursing Home			Elk Point

ACADEMIC YEAR 1972-73

WILCOX, Aneita M.	Wakonda	Sr.	Communication
Bethesda Nursing Home			Beresford
WILSON, William	Yankton	G.S.	Communication+
Yankton State Hospital			Yankton

STUDENT INTERN DIRECTORY - LEGISLATIVE SESSION 1973

DAVIS, Jon B.	Sioux Falls	Sr.	Government
Legislative Research Council			Pierre
SMITH, Timothy J.	Yankton	Sr.	Business
State Planning Agency			Pierre

STUDENT INTERN DIRECTORY - SUMMER 1973

ADAMS, Donald E. Vermillion Sr. Art
South Dakota Arts Council Sioux Falls

AEILTS, David (N) Groton Sr. Sociology
Fourth District Planning & Development Commission Aberdeen

ANDERSON, Terry C. Colman Sr. Government
Al Schock for U.S. Senate campaign Sioux Falls

BARRON, Faye L. Mission Soph. Sociology
Community Action Program Rosebud

BATTEY, David R. Redfield Jr. Government
South Dakota Municipal League Pierre

BEAUVAIS, Patty J. Sioux City, Ia. G.S. Speech Pathology+
Siouxland Rehabilitation Center Sioux City, Ia.

BECKMAN, William O. Sioux City, Ia. G.S. Biology+
Earth Resources Observation Systems Program Sioux Falls

BERINGER, Kenneth Joe Vermillion Soph. Recreation
City of Vermillion (Recreation Director) Vermillion

BORDEAUX, Rodney M. (A) Rosebud Jr. Political Science
Employment Assistance Office Rosebud

SUMMER 1973

BRAVE HAWK, Ronald R. (Ha) Parmelee Soph. Business-Accounting
Tribal Election Committee Rosebud

BUNKER, Susan Ann Huron Sr. Communication
Model Rural Development Program Watertown

COLLIGNON, Richard Yankton Jr. Recreation
City of Yankton (Park & Recreation Department) Yankton

CURRIE, John L. Sioux Falls Sr. Sociology-Government
Drug Control Division Pierre

DEWELL, Kenneth R. Pierre Sr. Government
City of Yankton (Manager's Office) Yankton

DICKSON, Gary L. Sturgis Jr. Communication
The Guide Rapid City

FRIEDHOFF, Julie Sioux Falls Sr. Recreation
City of Vermillion (Recreation Director) Vermillion

GILBERTSON, David E. Langford L.S. Law+
South Dakota Attorney General Pierre

HAYES, Robert E. Pierre L.S. Law+
State Planning Agency Pierre

HOLLISTER, Melanie Jasper,Minn. G.S. Speech Pathology+
Crippled Children's Home Sioux Falls

SUMMER 1973

HOUSER, Edward C.	Tabor	Sr.	Geology
Earth Resources Observation Systems Program			Sioux Falls
JENSON, Robert	Faulkton	Jr.	Communication
Broadcaster Press			Vermillion
JOHNSON, Julie M.	Aberdeen	Sr.	Government-Communication
South Dakota Municipal League			Pierre
LAIB, Jeanene F.	Vermillion	G.S.	Communication Disorders+
Crippled Children's Hospital			Sioux Falls
LEADER CHARGE, Paul L.	Parmelee	Fr.	General
Tribal Election Committee			Rosebud
LEEKLEY, Leola M.	Akron, Ia.	Sr.	Sociology
Family Service Center			Sioux City, Ia.
LILLIBRIDGE, Frederick	Pierre	G.S.	Government+
Cooperative Education Program (USD)			Vermillion
LOKEN, Kristen J.	Pierre	Sr.	Psychology
Board of Charities and Corrections			Pierre
McCURDY, Denise	Flandreau	Sr.	Sociology
Upward Bound Program (USD)			Vermillion
McELDOWNEY, Mary E.	Wessington Springs	L.S.	Law+
Human Relations Commission			Pierre

SUMMER 1973

McLEAN, Dorothy L. (A) Mission Soph. Social Science
Criminal Investigator's Office Rosebud

MEDICINE EAGLE, Leta J. Ideal Soph. Sociology
Sioux Attention Center Mission

METTLER, Cindy Ball Pierre Sr. Government
South Dakota Corrections Association Pierre

MOORE, Charles W. (H) St. Francis Soph. Sociology
Social Services (B.I.A.) Rosebud

PFEIFFER, Nancy Sioux Falls Sr. Recreation
City of Sioux Falls (Recreation Department) Sioux Falls

PLATE, Bruce M. Alpena Jr. Criminal Justice
Rapid City Police Department Rapid City

PRUE, Joe C. (H) Mission Soph. Social Work
Sioux Attention Center Mission

PUGH, Pamela J. Pierre Sr. Sociology
Drug Control Division Pierre

ROBERTS, Cristine Pierre Jr. Government
South Dakota Municipal League Pierre

SCHILLER, Kay Ann Yankton Jr. Communication
Yankton Daily Press & Dakotan Yankton

SCHWIETERT, Cynthia J. Rapid City Sr. Communication
Rapid City Police Department Rapid City

SUMMER 1973

SCULLY, Lori Ann	Wentworth	Sr.	Government
General Services Administration			Denver, Colo.
SHERWOOD, Jayne E.	Wood	Sr.	Education
Coordinator of Indian Affairs			Pierre
STANTON, Maureen M.	Howard	Sr.	Psychology
Department of Highways-Communications			Pierre
STONE, Pearl P. (H)	Mission	Soph.	Secretarial Science
Rosebud Agency Superintendent's Office			Rosebud
THOMPSON, Judd C.	Rapid City	Sr.	Sociology-Psychology
Pennington County (Probation Office)			Rapid City
WELCH, Deanna L.	Blunt	G.S.	English+
Commission of Mental Health & Mental Retardation			Pierre
ZOBELL, Herbert F.	Mobridge	Jr.	English
Indian Community Action Program			Nespelem, Wash.

(A) Student of Augustana College - Sioux Falls
(H) Student of Huron College - Huron
(Ha) Student of Haskell Indian Junior College - Lawrence, Kansas
(N) Student of Northern State College - Aberdeen

\+ Denotes post-graduate major field of study

Fr. - Freshman (first year)
Soph. - Sophomore (second year)
Jr. - Junior (third year)
Sr. - Senior (fourth year)
G. G. - Graduate Student
L. S. - Law Student

APPENDIX 7

Description of the CEP Advisory Council

Name: The Cooperative Education Program Advisory Council

Purpose: To offer guidance, direction, recommendations, and counsel to the Cooperative Education Program and its Coordinator concerning objectives, administration, coordination, and implications of the Program.

Need: The Cooperative Education Program is concluding its second year of operation and it is hoped that the Advisory Council will provide the necessary guidance needed during its continued development.

It is anticipated that the Advisory Council will direct its concern to a number of Program areas including:

1. the continued development of working relationships with other University Departments, Programs, and Offices;
2. providing support and rationale needed for the inclusion of the Program on the University budget;
3. University-wide standards for participation in intern activities;
4. a clearinghouse for University intern programs;
5. financing student stipends;
6. Program staffing;
7. relationships with other intern programs (other than those at USD).

Authority: The Program Coordinator will follow the decisions of the Advisory Council as closely as possible.

Reports: The Program Coordinator will begin a series of systematic reports to the Advisory Council on Program activities including fiscal expenditures, development, accomplishments, travel, and others.

Membership: It is hoped that the Advisory Council will be made up of those University personnel that are familiar with its past operation and that are concerned with its future development.

Administration: The Advisory Council should have a Chairman and a Vice-Chairman with the Program Coordinator as an ex-officio member. The advisory council may want to establish a regular meeting schedule.

APPENDIX 8

Membership List of the CEP Advisory Council

Members

University of South Dakota

Cooperative Education Program

Advisory Council

Henry V. Cobb, Vice-President for Academic Affairs

Donald Habbe, Dean, College of Arts and Sciences

Loren Carlson, Director, State-Wide Educational Services

Lloyd Moses, Director, Institute of Indian Studies

Pat Gutzman, Director, Office of Personnel

Douglas Steckler, Director, Financial Aids Office

W. O. Farber, Chairman, Department of Government

Peter McGovern, Assistant Dean, School of Law

Don Dahlin, Director, Criminal Justice Studies Program

Bernard Perkins, Director, Placement Bureau

Ernest Phelps, Assistant Professor, Department of Communication

Judy Siewert, Counselor, Counseling Center

Art Volk, Professor, School of Business

Ed Bubak, Assistant Professor, Criminal Justice Studies Program

James Walters, Instructor, Department of Communication

Leon Melstad, Assistant Professor, Department of Sociology

Charles Spencer, Instructor, Department of Physical Education

Dick Casey, Student Body President

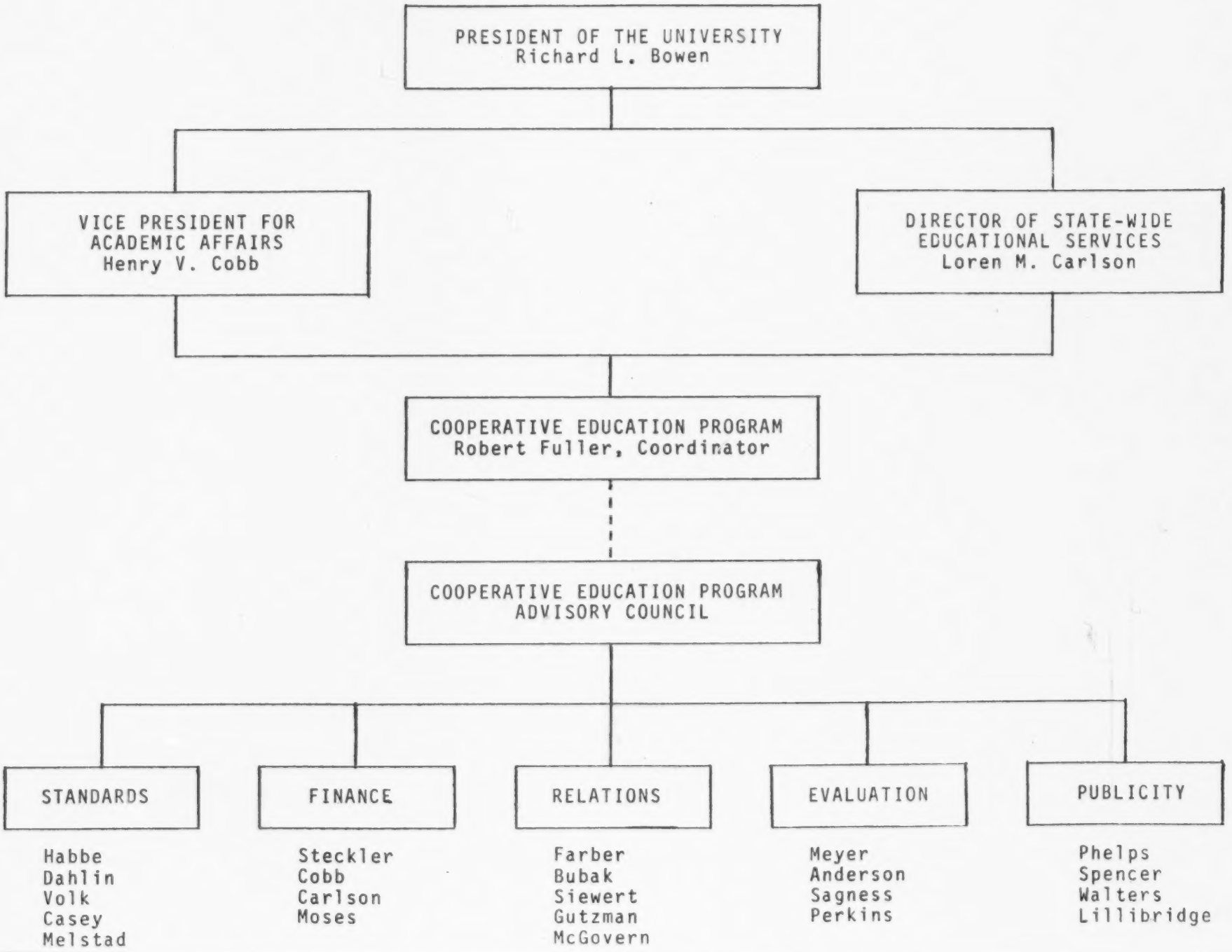
Phil Meyer, Associate Professor, Department of Psychology

Richard Sagness, Coordinator of Science Education, School of Education

Charles Anderson, Director, Developmental Disabilities Evaluation Center

APPENDIX 9

Sub-Committees of the CEP Advisory Council


PRESIDENT OF THE UNIVERSITY
Richard L. Bowen
VICE PRESIDENT FOR ACADEMIC AFFAIRS
Henry V. Cobb
DIRECTOR OF STATE-WIDE EDUCATIONAL SERVICES
Loren M. Carlson
COOPERATIVE EDUCATION PROGRAM
Robert Fuller, Coordinator
COOPERATIVE EDUCATION PROGRAM ADVISORY COUNCIL
STANDARDS
Habbe
Dahlin
Volk
Casey
Melstad
FINANCE
Steckler
Cobb
Carlson
Moses
RELATIONS
Farber
Bubak
Siewert
Gutzman
McGovern
EVALUATION
Meyer
Anderson
Sagness
Perkins
PUBLICITY
Phelps
Spencer
Walters
Lillibridge

APPENDIX 10

BIA Contract

Form 5-1251
July 1964

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

NEGOTIATED CONTRACT

CONTRACT NO.
A00C14202310

DATE OF CONTRACT
May 31, 1973

NAME AND ADDRESS OF CONTRACTOR

University of South Dakota

Vermillion, South Dakota 57069

Check appropriate boxes:

☐ INDIVIDUAL ☐ PARTNERSHIP
☐ JOINT VENTURE ☐ .....
☐ CORPORATION, incorporated in State of.....

BIDDER REPRESENTS: (1) That he ☐ is, ☐ is not, a small business concern.

(For definition of Small Business see reverse side.)

OFFICE OR AGENCY: Department of the Interior, Bureau of Indian Affairs
Aberdeen Area Office, Aberdeen, South Dakota 57401

CONTRACT FOR: 1973 Summer On-The-Job Training and Employment Program-Indian Students

PLACE: Rosebud Agency, Rosebud, South Dakota 57570

AMOUNT OF CONTRACT: $9,200.00

ADMINISTRATIVE DATA: This contract authorized by 25 U.S.C. 13 and 25 U.S.C. 309 and negotiated pursuant to 41 U.S.C. 252(c)(10).

Appropriation: 3A07-01-1787-8600

THIS CONTRACT, entered into this date by The United States of America, hereinafter called the Government, represented by the Contracting Officer executing this contract, and the individual, partnership, joint venture, corporation or State entity named above, hereinafter called the Contractor, witnesseth that the parties hereto do mutually agree as follows:

In consideration of the amount stated herein, the Contractor shall perform the above-described work in strict accordance with the attached documents all of which are made a part hereof and designated as follows:

General Provisions	- 9 Pages	Budget - Addendum "A" - 1 Page
Special Provisions	- 2 Pages	
Special Conditions	- 2 Pages	

IN WITNESS whereof the parties hereto have executed this contract as of the date entered on the first page hereof.

THE UNITED STATES OF AMERICA

By.....
(Contracting Officer)

Area Property and Supply Officer
(Official Title)

Aberdeen Area Office, Aberdeen, South Dakota 57401
(Name and Location of Office)

CONTRACTOR

UNIVERSITY OF SOUTH DAKOTA
(Name of Contractor)

By.....
(Signature)

President
(Title)

16—78404-1

SPECIAL PROVISIONS

1. DEFINITIONS:

A. The term "Contracting Officer" as used in this contract refers to the official of the Bureau of Indian Affairs who executes this contract on behalf of the United States of America or any person authorized to act for him in his official capacity or his successor.

B. The term "Designated Representative of the Contracting Officer" when used by the Contracting Officer during the performance of this contract means those persons designated by the Contracting Officer to perform certain specified functions required by the terms of the contract and the general provisions.

C. The term "Contractor" as used in this contract means the official of the University of South Dakota, Vermillion, South Dakota, responsible for administering performance under the provisions of this contract.

2. SCOPE:

A. The University of South Dakota 1973 Summer On-the-Job Training and Employment Program has as its purpose and scope the preparation of Indian college students for positions they will attain after graduation.

B. The objective of the program is to give Indian students practical work-experience and training in their major field of college study. In many cases academic credit may be awarded to the participating students for the work experience, provided it is within his major field of study and meets departmental requirements.

3. THE CONTRACTOR AGREES TO PROVIDE THE FOLLOWING SERVICES:

A. Assist in the identification of meaningful work-experiences with the Rosebud Agency, Rosebud, South Dakota.

B. Provide a Field Coordinator who will administer the program on a full time basis. Provide necessary secretarial support.

C. Provide the fiscal management of the program including the processing of stipend payments and administrative expenses. Payment to students will be at the rate of $2.00 per hour for a 40 hour week.

D. Submit evaluative reports on the progress of the program as requested to Rosebud Agency and the Aberdeen Area Office Employment Assistance Program.

E. Provide over-all supervision and administration of the program through the office of the Vice-President of Academic Affairs and the Cooperative Education Program.

F. The program will be administered with the advice, coordination and cooperation of the Rosebud Sioux Tribe.

4. PAYMENTS:

A. For consideration of services performed the Contractor will be paid a fixed sum of $2,000.00.

B. The Contractor will also be reimbursed up to an amount which shall not exceed $7,200.00. Reimbursable payment will be based on the actual expenditures incurred by the Contractor to cover such items or stipend payment to students, travel, etc. as shown in the attached budget.

C. Payment will be made monthly upon submission of an invoice (Standard Form 1034) to the Superintendent, Rosebud Agency or his designated representative for approval and forwarding to the Aberdeen Area Office for payment. Contractor shall attach an itemized list of expenditures with his invoice, separating the "Fixed Amount" from the "Reimbursables" payment.

D. The expenditure of funds made by the Contractor in performance of this contract will be subject to audit by the Bureau of Indian Affairs personnel. Any funds not used will be returned to the Bureau of Indian Affairs.

5. CONTRACT TERM - TERMINATION - MODIFICATION:

This contract shall be for the period beginning June 11, 1973, and ending on August 17, 1973, subject to termination at any time upon thirty (30) days' written notice given by either party to the other. This contract may be modified in writing by mutual consent of both parties.

SPECIAL CONDITIONS

1. SUPERVISION:

Bureau personnel are available to provide the necessary administrative and technical guidance, assistance and training to officials and employees assigned responsibilities or who are required to perform duties to accomplishment of work under this contract.

2. RESPONSIBILITY FOR DAMAGES:

The Contractor shall save harmless the Government and all its representatives from all suits, actions, and claims of any character brought on account of any injuries or damages sustained by any person or property in consequence of any neglect in safeguarding the work under this contract or from any claims or amounts arising or recovered under the Workmen's Compensation Laws or any other law, bylaw, ordinance, orders or decrees. The Contractor shall be responsible for all damage or injury to property of any kind during the prosecution of the work under this contract.

3. SAFETY AND HEALTH:

In order to protect the lives and health of employees and other persons, prevent damage to property and materials, and to avoid work interruptions, the Contractor shall, in the performance of work under this contract comply with applicable provisions of Federal, state and municipal safety, health and sanitation laws and codes or make provisions for such coverage.

4. EMPLOYEE BENEFITS:

The Contractor shall establish contacts and maintain relationships with the various Federal and state agencies regulating the handling and disposition of the following items relative to employees:

A. Social Security deductions from the employee and payments to the U. S. Social Security Commission with matching funds.

B. Workmen's Compensation payments to the respective state agencies and in accordance with the respective state laws and regulations except where and when the Federal Employee Compensation Act is applicable.

C. Unemployment Compensation payments to the respective state agencies and in accordance with the respective state laws and regulations.

D. Withholding and payment of Federal income taxes as applicable and the withholding and payment of state income taxes if, where, and when required.

For the purpose of complying with the foregoing objectives, the Contractor shall obtain an employer identification number from the U. S. Internal Revenue Service in the district concerned.

5. PRICE CERTIFICATION:

(a) By submission of this bid (offer) bidder (offeror) certifies (1) that he is in compliance and will continue to comply with the requirements of Executive Order 11640, January 26, 1972, or (2) that he is a small business concern (as determined in accordance with the regulations of the Cost of Living Council in 6 CFR 101.51, 37 F.R. 8939, May 3, 1972) and as such is exempt from wage and price controls (except where health services or construction are involved).

(b) Prior to the payment of invoices under this contract, the Contractor shall place on, or attach to, each invoice submitted one of the following certifications, as appropriate:

I hereby certify that the amounts invoiced herein do not exceed the lower of (1) the contract price, or (2) maximum levels established in accordance with Executive Order 11640, January 26, 1972.

I hereby certify that I am a small business concern employing 60 or fewer employees (as determined in accordance with the regulations of the Cost of Living Council in 6 CFR 101.51, 37 F.R. 8939, May 3, 1972, and any subsequent amendments) and as such am exempt from wage and price controls as provided by the Council's regulation.

(c) The Contractor agrees to insert the substance of this clause, including this paragraph (c), in all subcontracts for supplies or services issued under this contract.

The Contractor shall use subparagraph 2 or 3 of paragraph (b) depending on whether he is a large or small business concern whichever one is applicable.

6. The Designated Representative of the Contracting Officer for this contract shall be the Agency Superintendent or Acting Superintendent.

7. Any equipment purchased under the provisions of this contract shall revert to the Bureau of Indian Affairs at the completion or termination of the contract.

8. CERTIFICATE OF CURRENT COST OR PRICING DATA:

This is to certify that, to the best of my knowledge and belief, cost or pricing data submitted in writing, or specifically identified in writing if actual submission of the data is impracticable to the Contracting Officer or his representative in support of this contract.

ADDENDUM "A"

BUDGET

Student Stipends Eight (8) students with a stipend of $80.00 per week for a 40 hour work week for 10 weeks of employment and training	$6,400.00
Field Coordinator Salary One American-Indian student at a salary of $125.00 per week for 10 weeks of employment	$1,250.00
Travel Field Coordinator	$ 800.00
Administrative Cost University of South Dakota, Vermillion, South Dakota	$ 750.00
	$9,200.00

Program Narrative

Title: 1973 Summer On-The-Job Training and Employment Program - Indian Students

Sponsored by: The University of South Dakota Cooperative Education Program and the United States Bureau of Indian Affairs, Rosebud Agency, Rosebud, South Dakota 57570.

Need: American-Indian students need not only educational attainment but practical job experience as well to meet the demands of today's job market. The Bureau of Indian Affairs provides excellent opportunities for Indian students to attend college, but there appears to be very little effort made to expose the college students to practical work-experience. This work-experience is important to potential employers because they seek a combination of academic training and experience in the people they hire. Most American-Indian students lack the job experience. This program will offer the necessary exposure to actual work experiences for Indian students which will train them for post-graduate jobs and it will provide on-the-job experiences.

Purpose: This program has as its objective the training of American-Indian college students for jobs or positions they may consider after graduation. The goal of the program is to give the students practical work-experience and training in their major field of college study. For example, if a student is majoring in Sociology, the program will try and place that student in an office that will utilize his academic training--such as a welfare office. In some

cases academic credit may be awarded to the participating students for the training and work-experience provided it is within his major field of study and meets departmental requirements. The method of selecting the participating students will be as follows:

1. locate those American-Indian college students that are willing to participate in the program.
2. obtain resumes from those students describing their background.
3. submit the resumes to the Employment Assistance Officer at the Rosebud Agency for his selection of the students.
4. notify the students of their appointments.

The students will not be placed in positions of menial work.

Value: The inherent benefits of this proposal are many and are available not only to the participating students but the employers as well. The employer can learn from the student and see his or her worth and value as well as of other students like them. Other employer benefits include:

1. help in recruiting efforts;
2. an increase in cooperation between the University, employers and students;
3. having additional help and expertise at a great savings.

It is hoped the students can relate their academic background to their respective employers and supervisors and thereby act as a positive link between the academic world and the citizens of South Dakota. The students will hopefully realize a number of benefits, and they are as follows:

1. The students learn their own skills which contribute to being an effective person and discover their strengths and weaknesses in everyday situations.

2. The student learns the consequence of putting to test the ideas taught to him in class.

3. The student learns how to identify a problem and how to solve it.

4. The student learns that the actual accomplishment of something is inevitably more complex and difficult than is studying, planning, dreaming.

5. The student learns how creative freedom and imaginative guidance can be combined in enabling a person to accomplish things and become a constructive force.

6. He learns of deficiencies in his regular academic work and feeds back this information to his fellow students.

Operation: The University of South Dakota Cooperative Education Program will contract the 1973 Summer On-The-Job Training and Employment Program from the Bureau of Indian Affairs Employment Assistance Office, Rosebud Agency, Rosebud, South Dakota. The Cooperative Education Program will have overall administrative responsibility of the program.

The BIA funds will go into the University of South Dakota Business Office which will furnish the financial and management activities for the contract. It is hoped that the University Business Office will be able to process the student stipends on a bi-weekly basis.

A Field Coordinator is needed for the everyday administration of the program to insure its success and full operation. His duties will be as follows:

1. Check to see if the students are working at their assigned positions;

2. Be responsible for the student's time sheets;

3. Follow-up activities that insure the students are receiving on-the-job training and work experience in line with the goals and objectives of the program;

4. Act as a counselor to the Indian students;

5. Other duties as assigned.

This program is a continuation of last summer's very successful pilot program conducted under the auspices of the Employment Assistance Office of the Bureau of Indian Affairs in Aberdeen, South Dakota. That program employed twenty American Indian students in various positions throughout the state of South Dakota. This year's project, due to a lower level of funding, will be centralized on the Rosebud Indian Reservation in South Central South Dakota.

To be able to secure some meaningful work experience in line with a student's major field of study before graduation can be of immeasurable benefit to the student. However, there is no reason why work experience has to be limited to a summer-oriented program. The academic curriculum of the future may have such a work experience as a degree requirement. This program will help determine the feasibility of such an idea at the University of South Dakota and for the Indian students enrolled there. This program will last 10 weeks from June 11, 1973, to August 17, 1973.

APPENDIX 11

ARC Appointment Letter

STATE OF SOUTH DAKOTA

RICHARD F. KNEIP
GOVERNOR

EXECUTIVE OFFICE

PIERRE
57501

August 4, 1972

Mr. Robert Fuller
Internship Coordinator
University of South Dakota
Vermillion, South Dakota 57069

Dear Mr. Fuller:

Upon recommendation of the executive committee of the South Dakota Academic Resources Council, I am pleased to extend to you an appointment to membership on the Council.

The primary purpose of the Council is to provide a conduit for the public and private colleges of South Dakota into the operation of State Government. More specifically, the purpose is to enable State Government to take better advantage of the resource pool offered by our institutions of higher education.

Professor Les Carson of Augustana College, Chairman of the Council, will be in touch with you with regard to further details.

Sincerely,

R. F. Kneip

RICHARD F. KNEIP
GOVERNOR

RFK/mtm

cc: Professor Les Carson
Ted Kneebone

APPENDIX 12

State Plan

South Dakota Student Intern Program

SOUTH DAKOTA STUDENT INTERN PROGRAM

The Forty-Eighth Session of the South Dakota Legislature in Chapter 15 of the Session Laws of 1973 statutorily sanctioned a college student internship program for the Executive and Legislative Branches of State Government. This Act, effective upon the signing of the Governor on March 27, 1973, funded the two programs and placed the Executive internships under the supervision of the Director of Personnel and the Legislative program under the direction of the Executive Board of the Legislative Research Council. An Internship Coordinator's position was created to administer and coordinate the program. Section 8 of this act permitted the Governor to appoint a five member advisory committee for the executive branch internship program. Governor Richard F. Kneip on April 19, 1973 issued an executive order creating and deliniating the duties of the Administrative Internship Advisory Council.

The Purpose of the South Dakota State Intern Program

1. To provide students with off-campus work experiences that will supplement and enhance their academic training;
2. To provide work experiences relevant to the students' educational objectives;
3. To offer state government agencies the opportunity to utilize the talent and creative ideas of youth;
4. To encourage young people to enter careers of service in South Dakota;
5. To foster a greater knowledge and understanding of the governmental process.

The Administrative Internship Advisory Council

The Administrative Internship Advisory Council shall consist of one member from each of the following categories:

1. A member of the South Dakota State Legislature;
2. A member of the faculty or administration of a state institution of higher education;
3. A member of the college faculty or administration of a privately supported institution of higher education;
4. A student of an institution of higher education within the state;
5. A department or bureau head or a constitutional officer.

The Administrative Internship Advisory Council, hereafter referred to as the Council, and the Student Intern Program Coordinator will be responsible for:

1. Coordinating, or assisting when asked, all intern related programs with departments bureaus and agencies of state government and other sponsors;
2. Establishing intern recruitment standards and agency project guidelines;
3. Insuring adequate educational and technical supervision and counsel for each intern;
4. Receiving and expending all funds, public and private, designated for intern-related programs.
5. Providing technical assistance to sponsors and others in the form of an informational center and directory service of former interns, intern programs, funding potential, and similar concerns.

6. Certifying each student who has successfully completed his internship.

The Council shall strive to insure opportunity for participation in the intern program from all South Dakota colleges and universities, both public and private.

It is understood that the length of internships will vary dependent upon a wide variety of factors. Flexibility in the length of employment will be maintained.

In order to qualify for participation in the South Dakota Student Intern Program, students should:

1. Be enrolled in a post-secondary educational institution;
2. Have a pertinent educational background.

The student who is receiving academic credit for the internship must meet the requirements of the educational institution he is attending.

The Intern Council will write and enforce a code of conduct which will insure consistent professional conduct and specifically exclude lobbying as noted in the South Dakota Compiled Laws 2-12-10. Violations of the code of conduct would be cause for dismissal from the intern program. Such dismissal would be contingent upon a formal hearing conducted by the Intern Council.

Sponsors

All South Dakota state bureaus, agencies, departments, legislators, organizations, councils and committees are encouraged to participate as sponsors in the South Dakota Student Intern Program.

The sponsors of student interns are also expected to adopt the following minimum guidelines:

1. Intern programs shall be, first and foremost, educational programs integrated with practical experience;
2. Interns shall be placed in those areas of responsibility that are most conducive to their educational objectives.
3. Sponsors shall fully integrate the student interns into their organizations.

Each sponsor participating in the intern program will appoint his own intern advisor. The intern advisor will be responsible for cooperating with the Council and its Coordinator in:

1. The development of internship positions;
2. The placement of interns;
3. Conducting orientation for interns;
4. Helping to solve problems that arise during the course of the internship;
5. Processing additional requests for interns from the employer;
6. Evaluating the internship.

All non-discrimination guidelines as established by the United States government and the state of South Dakota shall be adhered to and enforced.

Colleges and Universities

The intern program seeks to involve students from all South Dakota colleges and universities, therefore it will be necessary for each campus to have an intern coordinator. Upon request, the Intern Council will assist each school in the operation of the intern program.

The campus intern coordinators will be responsible for distributing information on the intern program as it becomes available; for processing student applications; and for coordinating academic credit for those students that request it.

CODE OF ETHICS

PERSONAL APPEARANCE

Each intern shall be expected to use mature judgement in matters of dress and appearance.

CONDUCT

On the job, each intern will be expected to arrive on time for work within the hours established by the agency, and to report for work unless pre-arranged with the agency. Each intern shall be expected to conduct himself/herself in a business-like fashion at all times.

POLITICAL TIES

During the term of internship, no intern will be allowed to actively participate in political activities during work hours, bearing in mind that he/she is a representative of the agency, his or her college, and the internship program.

SECURITY

Each intern will be expected to handle the information his agency entrusts him discreetly, so that no confidential matters will be discussed with persons outside the employing agency.

COMMUNICATION

Each intern shall be expected to communicate freely with his/her faculty advisor, intern coordinators, and the employing agency to facilitate the success of his/her internship.

THIS CODE MAY BE SUBJECT TO CHANGE WITH THE APPROVAL OF THE COMMISSIONER OF PERSONNEL AND THE PERSONNEL ADVISORY COUNCIL.

APPENDIX 13

Senate Bill 107

SENATE BILL NO. 107

State of South Dakota

Forty-Eighth Session, Legislative Assembly, 1973

FOR AN ACT ENTITLED, An Act creating and providing for the administration and supervision of a college student intern program and making an appropriation therefor, and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. There is hereby created a college student intern program within the bureau of personnel, office of executive management, to provide administrative internships for college students to foster knowledge and understanding of the governmental process and to provide assistance to the executive branch of state government. Preference in the selection of student interns shall be given to those students who are residents of South Dakota or attending an institution of higher education within this state.

Section 2. The commissioner of the bureau of personnel shall appoint an internship program administrator who shall administer the program and supervise the college student interns who are assigned to the executive branch of state government.

Section 3. The commissioner of the bureau of personnel shall promulgate rules and regulations, in accordance with the provisions of chapter 1-26, necessary to implement and continue the efficient administration and supervision of the program. The rules and regulations shall govern, but not be limited to, the recruitment, examination, selection, conduct, stipends,

duties and responsibilities and duration of employment of the college student interns who are assigned to the executive branch of government.

Section 4. The executive board of the legislative research council shall assign college student interns to the legislative branch of government, one each, as follows: speaker of the house of representatives, president pro-tempore of the senate, majority leader of the house of representatives, majority leader of the senate, minority leader of the house of representatives, minority leader of the senate, assistant majority leader of the senate, assistant minority leader of the house of representatives and assistant minority leader of the senate.

Section 5. The executive board of the legislative research council shall assign at least five additional college student interns to the South Dakota senate and at least five additional college student interns to the South Dakota house of representatives. Assignment of these interns within each body shall be fixed by the respective rules of the senate and the house of representatives.

Section 6. College student interns shall be assigned to the executive branch of government to such departments as may be determined by the internship program administrator.

Section 7. No member of the legislature and no department shall be assigned a student intern without his approval.

Section 8. The Governor may appoint an administrative internship advisory council, not to exceed five in number, to assist the commissioner of personnel and the internship program administrator in the development, administration and evaluation of the program.

Section 9. There is hereby appropriated out of any money in the state treasury not otherwise appropriated the sum of seventeen thousand five hundred dollars (17,500) to provide for staff, operating expenses and stipends for the college student interns of the executive branch of state government.

Section 10. All funds appropriated pursuant to Section 9 shall be paid on warrants drawn by the state auditor on vouchers approved by the commissioner of the bureau of personnel.

Section 11. There is hereby created a college student intern program within the legislative research council to provide legislative internships for college students to foster knowledge and understanding to the legislative branch of state government.

Section 12. The executive board of the legislative research council shall administer the program and supervise the college student interns who are assigned to the legislative branch of state government.

Section 13. The executive board of the legislative research council shall promulgate rules and regulations in accordance with the provisions of chapter 1-26, necessary to implement and continue the efficient administration and supervision of the program. The rules and regulations shall govern, but not be limited to, the recruitment, examination, selection, conduct, stipends, duties and responsibilities and duration of employment of the college student interns who are assigned to the legislative branch of state government.

Section 14. The executive board of the legislative research council may appoint a legislative internship advisory council, not to exceed five in number, to assist the director

of the legislative research council in the development, administration and evaluation of the program.

Section 15. There is hereby appropriated out of any money in the state treasury not otherwise appropriated the sum of eleven thousand dollars ($11,000) to provide for staff, operating expenses and stipends for the college student interns of the legislative program.

Section 16. All funds appropriated pursuant to Section 15 shall be paid on warrants drawn by the state auditor on vouchers approved by the executive board of the legislative research council or its designee.

Section 17. Whereas, this Act is necessary for the support of the state government and its existing institutions, an emergency is hereby declared to exist, and this Act shall be in full force and effect from after its passage and approval.

APPENDIX 14

Executive Order and Membership

Administrative Internship

Advisory Council

STATE OF SOUTH DAKOTA

OFFICE OF THE GOVERNOR

Executive Order 73-7 creating an Administrative Internship Advisory Council.

WHEREAS, Chapter 15 of the Session Laws of 1973 created a college student internship program; and

WHEREAS, Section 8 of said Act authorized the Governor to appoint a five member advisory council; and

WHEREAS, it is deemed to be in the best interest of the program to encourage broad based participation:

IT IS THEREFORE BY EXECUTIVE ORDER directed that the Administrative Internship Advisory Council be established.

Section I. Membership

The Governor shall appoint one member of the Administrative Internship Advisory Council from each of the following groups:

a. A member of the faculty or administration of a state supported institution of higher education;

b. A member of the faculty or administration of a privately supported institution of higher education;

c. A member of the South Dakota State Legislature;

d. A department or bureau head or a constitutional officer;

e. A student of an institution of higher education within the state.

All members of the Council shall serve at the pleasure of the Governor. The Council shall be bi-partisan with not more than three members from the same political party.

Section II. Responsibilities

The Administrative Internship Advisory Council shall perform the following functions:

a. Advise the Commissioner of Personnel in the promulgation of rules and regulations necessary to implement the college student internship program;

b. Advise the internship program administrator in establishing selection standards and agency project guidelines;

c. Encourage the participation in the college internship program of students from all the institutions of higher education within the state;

d. Promote the college student internship program with department, division and bureau administrators, constitutional officers, college faculty and administration, and citizens;

e. Evaluate the administrative internship program and make recommendations for the efficient administration and operation of the program;

f. Carry out such other duties as may from time to time be delegated to the Council by the Commissioner of Personnel;

g. Promulgate such rules and regulations as are necessary to effectuate the purposes of this Order.

NOW, THEREFORE, I, RICHARD F. KNEIP, Governor of the State of South Dakota, by virtue of the authority vested in me by the constitution and statutes of this state, do hereby order and direct that the Administrative Internship Advisory Council shall be established; and

BE IT FURTHER ORDERED AND DIRECTED that this Executive Order supercedes Section II, part b of the Executive Order, dated June 25, 1971, establishing the Governor's Academic Resources Council; and

BE IT FURTHER ORDERED AND DIRECTED that the Executive Order, dated May 31, 1972, establishing the South Dakota Student Internship Coordinating Council be repealed.

Dated at Pierre, the Capital City, this _____ day of April, 1973.

RICHARD F. KNEIP, GOVERNOR

ATTEST:

SECRETARY OF STATE, LORNA B. HERSETH

THE ADMINISTRATIVE INTERNSHIP ADVISORY COUNCIL

MEMBERS AND OFFICERS

SENATOR HAROLD SCHREIER - CHAIRMAN

DAVID VOLK - VICE CHAIRMAN

CARMEN ANTONEN - SECRETARY

FRANK SMITH

SEVER EUBANK

TECHNICAL ASSISTANCE BOARD

BOB FULLER(USD)

TOM MAGSTADT (AUGUSTANA)

GORDON FOSTER (DSC)

DONALD LOUNDER (INDIAN AFFAIRS)

JULIE JOHNSON (FSGB)

APPENDIX 15

Bylaws

Administrative Internship Advisory Council

The Administrative Internship Advisory Council
By-Laws

Preamble

Pursuant to Chapter 15, Section 8 of the session laws of 1973, Governor Richard F. Kneip created the Administrative Internship Advisory Council by Executive Order on April 19, 1973. The Council was established to facilitate the comprehensive development and ongoing coordination of the South Dakota Student Intern Program. The program was established with the intention of encouraging the involvement of young people in the governmental process and to insure that the involvement is meaningful to the students as well as to state government.

Article I

Name: This organization shall be known as the Administrative Internship Advisory Council, hereafter referred to as the Council.

Article II

The Administrative Internship Advisory Council shall consist of one member from each of the following categories:

1. A member of the South Dakota State Legislature;
2. A member of the college faculty or administration of a state institution of higher education;
3. A member of the college faculty or administration of a private institution of higher education;
4. A student of an institution of higher education within the state;
5. A department or bureau head, or a constitutional officer;

The Intern Program Coordinator and the Commissioner of the Bureau of Personnel shall serve as ex-officio members. All council members serve at the pleasure of the Governor.

Council Officers: A council chairman, vice-chairman and secretary shall be annually elected by the Council. The officials shall serve as the principal officers of the Council and vacancies shall be selected in the same manner as their predecessors were elected.

Duties of Officers:

1. The Chairman shall call meetings to order and conduct business in accordance with these by-laws;
2. The Vice-chairman shall preside in the absence of the Chairman and shall assist the Chairman at all times, when called upon to do so.
3. The secretary shall keep an accurate account of the minutes of the meetings, and adhere to all rules governing the actions of the Chairman in the conduct of all meetings.

Article III

The Administrative Internship Advisory Council shall perform the following functions:

A. Advise the Commissioner of Personnel in the promulgation of rules and regulations necessary to implement the college student internship program;
B. Advise the internship adminstrator in establishing selection standards and agency project guidelines;
C. Encourage the participation in the college internship program of students from all the institutions of higher education within the state;

D. Promote the college student internship program within department, division and bureau administrators, constitutional officers, college faculty and administrations, and citizens;

E. Evaluate the administrative internship program and make recommendations for the efficient administration and operation of the program.

F. Carry out such other duties as may from time to time be delegated to the Council by the Commissioner of Personnel;

G. Promulgate such rules and regulations as are necessary to effectuate the purposes of Executive Order 73-7.

Article IV

Section 1 - Council Meetings

1. Regular meetings of the Council shall be convened at least six times a year at a location and time to be determined by the Council Chairman.
2. Special meetings of the Council may be called by the Chairman, or upon written request of a majority of the members of the Council.
3. In either case at least two (2) weeks notice will be given to the Council member when a meeting is to be convened.

Article V

Section 1 - Order of Business

The Council shall adopt the following order of business:

1. Call to order
2. Roll call
3. Reading and approval of minutes
4. Report by Intern Coordinator

5. Special reports
6. Unfinished business
7. New Business
8. Adjournment

Section 2 - Admission to Meeting

Admission to regular meetings of the Council is open to the public, except that the council may go into executive session when considering personnel matters.

Section 3 - Quorum

A majority of the membership of the Council shall constitute a quorum.

Section 4 - Parliamentary Procedure

Robert's Rules of Order shall govern for the procedure of business in all officially called Council meetings.

Article VI

The Commissioner of the Bureau of Personnel shall promulgate rules and regulations in accordance with the provisions of Chapter 1-26, necessary to implement and continue the efficient administration and supervision of the program.
The rules and regulations shall govern, but not be limited to, recruitment, examination, selection, conduct, stipends, duties and responsibilties and duration of employment of the college student interns who are assigned to the Executive Branch of Government.

Article VII

Amendments - These by-laws may be amended by a 2/3 majority vote at any regular or special meeting provided notice in writing of a proposed amendment shall have been filed with the Secretary and mailed to all Council members at least 10 days prior to regular or special meetings at which such proposed amendment is to be voted upon.

APPENDIX 16

Letter of Appreciation

STATE OF SOUTH DAKOTA

RICHARD F. KNEIP
GOVERNOR

EXECUTIVE OFFICE

PIERRE
57501

April 18, 1973

Robert Fuller
University of South Dakota
Vermillion, South Dakota 57069

Dear Mr. Fuller:

I wish to take this opportunity to thank you for your service to the State of South Dakota as a member of the Student Intern Coordinating Council.

As a result of the passage of Senate Bill 107, creating a state supported internship program, the Student Intern Coordinating Council was abolished. The creation of a funded internship program is a compliment to your service in this area for without a demonstration of the merits of this program, it would have been a difficult task to secure this funding.

Once again I would like to thank you for your service on this council in addition to your other duties for the State of South Dakota.

Sincerely,

RF Kneip

RICHARD F. KNEIP
GOVERNOR

RFK/msd

APPENDIX 17

The Resources Development Internship Project

RESOURCE DEVELOPMENT INTERNSHIP PROJECT
334 Poplars Building, 400 E. 7th, Bloomington, Indiana 47401
Telephone 812/337-7163

Under auspices of the
Midwestern Advisory Committee on Higher Education
The Council of State Governments

Introducing RDIP

The mission of RDIP is to "organize and encourage professional internships in the development of human, social, and economic resources in order to provide practical training and experience to the interns and useful public service to the areas and organizations in which they serve." With the guidance and assistance of agency officials, experienced specialists in his field, university faculty members and local citizens, the intern carries out a professional project chosen by the host organization. While serving the needs of the host organization, the intern gains practical experience and professional maturity by honing technical skills learned in college against the hard problems of reality.

All Resource Development Interns must have completed at least two years of college work in which they have demonstrated basic technical skill, academic achievement, writing ability, personal maturity, and the capacity and motivation for independent work. They must be citizens of the U.S. and must devote full time to their project during the internship. Nominations come from educational institutions, individual faculty members, and from prospective interns themselves. Final selection is made by the host organization, subject to approval and official appointment by RDIP.

Each intern is guided by a project advisory committee, usually consisting of representatives of the host organization, a faculty counselor, and a technical advisor with related experience. This committee helps define project objectives and suggests methods of approach at the start of the project; but the intern plans and carries out the project with a minimum of supervision and direction.

The final step in each project is usually preparation of a report organizing the findings of the project. The report is written for use by the host organization and must meet normal standards of acceptable professional quality. The report is reviewed and approved by the project advisory committee and by RDIP.

While participating in an approved project, interns receive an educational grant that is normally exempt from income taxes. Upon successful completion of the project, each intern is awarded a certificate of achievement and is included in the Intern Directory, which is available to organizations seeking qualified personnel. They also become eligible for other fringe benefits that may be available in the future.

RDIP services to participating organizations include technical assistance in the design and management of productive internships, educational seminars for interns, certification of approved internships, payment of stipends in the form of an educational grant that may be tax exempt for the intern, assistance in recruiting, and financial assistance for innovative or explorative internship projects.

Funds for the on-going administration of the program are provided by the Office of Economic Research, Economic Development Administration, U.S. Department of Commerce. The program is carried out under the auspices of the Midwestern Advisory Committee on Higher Education of the Council of State Governments. Contact RDIP for more information.

APPENDIX 18

RDIP Letter

RESOURCE DEVELOPMENT INTERNSHIP PROJECT
334 Poplars Building, 400 E. 7th, Bloomington, Indiana 47401
Telephone 812/337-7163

Under auspices of the
Midwestern Advisory Committee on Higher Education
The Council of State Governments

12 June 1973

Mr. Robert Fuller, Coordinator
Cooperative Education Program
University of South Dakota
Center for Continuing Education
Vermillion, South Dakota 57069

Dear Bob:

It's the second week in June and all RDIP interns (2-3 exceptions) are in the field working on their summer assignments. Perhaps miraculously, all of the '73 interns understand what is expected of them during their 12 week internships, have received proper orientations into their summer positions and have been paid their first stipends on time.

This is all especially true in South Dakota. It has been a pleasure coordinating a portion of RDIP's South Dakota activities through your office. In the past two years I have seen your program develop into one of the most comprehensive campus-based service learning centers in the midwest. RDIP will continue to encourage other midwestern institutions to review and adopt your policies and procedures whenever possible.

The projects developed and administered under your supervision have been of consistent high quality, and the students you have selected have continually reinforced my own belief that university students are valuable, enthusiastic additions to professional staffs in our midwestern communities. I am certain that there are many past intern sponsors that would agree with me.

It is sometimes difficult for RDIP to insure professional quality as well as academic excellence in our programming when our students are often located hundreds of miles from our offices. This is not a concern in your area. We have learned through our association with your program that your personal interest in the students and your concern with the development and day-to-day activities of the project insures that your internships are truly service - learning - experiences for all participants. I hope that RDIP can continue to call on you for your assistance and area expertise.

Again, I want to thank you and your staff for the cooperation and continued assistance you have provided.

Sincerely,

Lee

Lee Cheaney, Associate Director
Resources Development Internship Project

APPENDIX 19

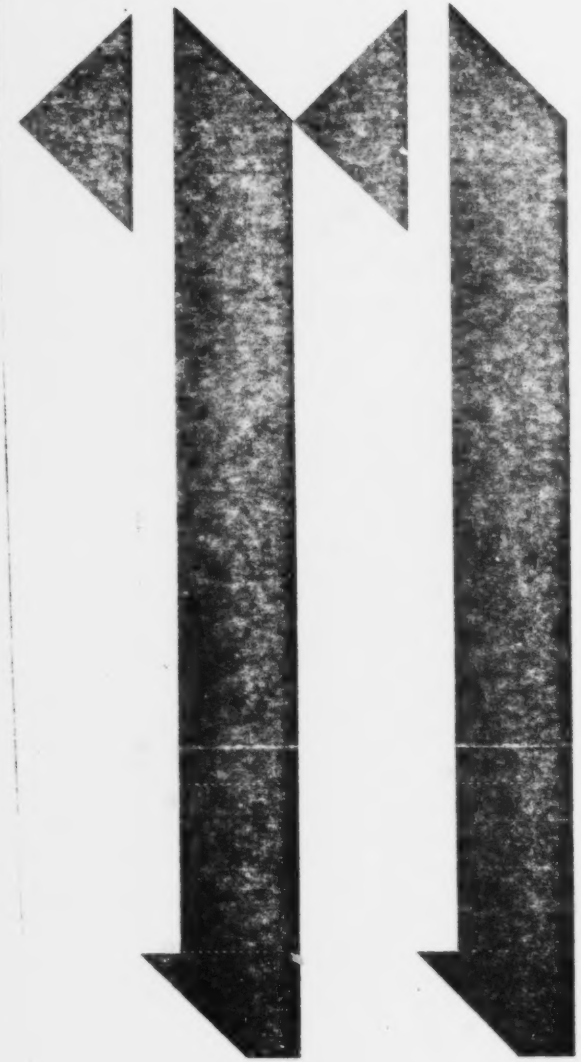
1972 South Dakota Student Intern Conference

SOUTH DAKOTA STUDENT INTERN CONFERENCE

DECEMBER 7 - 8, 1972

HOLIDAY INN–AIRPORT

SIOUX FALLS, SOUTH DAKOTA



GENERAL INFORMATION

PURPOSE

The utilization of student internships has increased tremendously in South Dakota and across the nation. There are many aspects in the establishment and administration of intern programs that are of a common nature and of mutual concern to many people. The key to dealing with these concerns is the sharing of ideas on how to implement them. Through panel discussions and group participation the Conference hopes to provide an opportunity to exchange those ideas.

REGISTRATION

The registration fee is $10.00 which will provide for handout materials, coffee, an evening meal and incidental costs.

ELIGIBLE PARTICIPANTS

This Conference is designed for anyone interested in the concept of student intern programs at any level. This would include educators, employers, students, elected officials, and intern administrators.

HOUSING

Housing is the responsibility of the individual participant. It is suggested that reservations be made at the Holiday Inn-Airport, Sioux Falls, South Dakota.

TRANSPORTATION

The Holiday Inn limousine is available to transport those participants arriving at the Sioux Falls Airport. The Inn is located two miles from the airport.

SPONSORSHIP

This Conference is being co-sponsored by the University of South Dakota, the South Dakota Student Intern Coordinating Council, the South Dakota Academic Resources Council, and the Resource Development Internship Project.

It is made possible by a grant to the University of South Dakota and the Institute of Public Affairs from Title I of the Higher Education Act of 1965 by the South Dakota Board of Regents.

PROGRAM

This Conference will not be restricted by a formal time schedule to allow for maximum opportunity to discuss the topics listed below and related items. However, registration will be held from 8:30 - 9:30 a.m., December 7, 1972 at the Holiday Inn-Airport, Sioux Falls, South Dakota.

Thursday morning, December 7th will be used to discuss;

1. What is an internship?
2. How do the participants in an internship view it?
3. How does an intern program get started? (college, state and employer programs)

Thursday afternoon discussions will cover:

4. How is an intern program funded?
5. Internship Communication - The key to a successful internship.

Thursday evening will be devoted to a pool side meal under the Holiday Inn Solar Dome. This will also provide an opportunity to discuss related topics not a part of the Conference program.

Friday morning, December 8th beginning at 9:00 a.m. the Conference will present the Resource Development Internship Project and its evaluation of previous South Dakota Intern Programs.

Following this there will be a critique session of the proposed South Dakota State Intern Plan written by the S. D. Intern Coordinating Council. It is hoped that there will be substantial discussion by the Conference participants on this proposed state plan.

To date featured discussion leaders are:

Mr. Mike Hart, Director, Georgia State Intern Program

Mr. Lee Cheany, Associate Director, Resource Development Internship Project

Mary Des Roches, Director, Governor's Intern Program of Minnesota

Mr. Ted Kneebone, Chairman, South Dakota Student Intern Coordinating Council

Mr. Robert Fuller, Coordinator, University of South Dakota Cooperative Education Program

Dr. Francis Nickerson, Associate Commissioner of Higher Education, South Dakota Board of Regents